



Daniel K. Kerr
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646 West Ridge Pike, Limerick, PA 19468

www.LimerickPA.org

Retain a copy of this request; it is needed if you decide to file an appeal. You have 15 business days to appeal if a request is denied or deemed denied by an agency. Additional information: https://www.openrecords.pa.gov

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE: \_\_\_\_\_

REQUEST SUBMITTED VIA: E-MAIL U.S. MAIL FAX IN PERSON

NAME OF REQUESTOR: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NAME OF COMPANY (of Requestor, if applicable): \_\_\_\_\_

REQUESTOR'S STREET ADDRESS (Required): \_\_\_\_\_

REQUESTOR'S CITY/STATE/ZIP CODE (Required): \_\_\_\_\_

REQUESTOR'S EMAIL ADDRESS (Required): \_\_\_\_\_

RECORDS REQUESTED: \* Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary

Multiple horizontal lines for providing record details.

DO YOU WANT COPIES? YES/NO options. COPIES/SCANS may be subject to a fee. DO YOU WANT CERTIFIED COPIES? YES or NO. HOW DO YOU PREFER TO BE CONTACTED IF THE AGENCY HAS QUESTIONS: Email, U.S. Mail, Telephone.

\*Limerick Township may fulfill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing (Section 702). Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law (Section 703).

\*\*\*\*\*FOR AGENCY USE ONLY\*\*\*\*\*
LIMERICK TOWNSHIP RIGHT TO KNOW OFFICER: Daniel K. Kerr
RIGHT TO KNOW OFFICER'S EMAIL ADDRESS: RTK@LimerickPA.org
DATE RECEIVED BY THE AGENCY:
RESPONSE DUE WITHIN FIVE (5) BUSINESS DAYS:
30-DAY EXTENSION INVOKED? NO YES if Yes, Final Due Date: