



# Right to Know

Sharpsburg Borough Open Records Officer  
Borough Secretary  
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Pittsburgh, PA 15215  
Phone: 412-781-0546 Ext. 11  
Fax: 412-781-8449  
Email: [secretary@sharpsburgborough.com](mailto:secretary@sharpsburgborough.com)

Pennsylvania Office of Open Records  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg, PA 17120-0225  
Phone: 717-346-9903  
Website: [www.openrecords.state.pa.us](http://www.openrecords.state.pa.us)  
Email: [openrecords@state.pa.us](mailto:openrecords@state.pa.us)

The Borough of Sharpsburg follows the policies and procedures set forth in the fourth addition of the Open Meetings/Open Records - The Sunshine Act and the Right to Know Law published by the Governor's Center for Local Government Services.

## Borough of Sharpsburg Copying Fees

### Photo Copies:

- Standard copies (1<sup>st</sup> free if under RTK Act)..... \$.50/page
- Specialized copies ..... Actual Cost + 15%

Sharpsburg Borough Code of Ordinances ..... Actual Cost + 15%

### Zoning Ordinance & Subdivision and Land Development Ordinances

- per printed page ..... \$.50
- Map..... \$5.00



# BOROUGH OF SHARPSBURG

## RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

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

NAME OF REQUESTER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY/ZIP (Required): \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_

RECORDS REQUESTED: *\*Provide as much specific detail as possible so the agency can identify the information.*

*Please use additional sheets if necessary*

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***

**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

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*FOR BOROUGH USE ONLY*

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

*\*\*Public bodies may fill 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.)*