

# NOTICE

**Any requests under the Right-To-Know Law shall be submitted to:**

**Kathy Gabella, Open Records Officer**

**Altoona Water Authority**

**900 Chestnut Avenue**

**Altoona, PA 16601**

**(814) 949-2222 x2001**

**(814) 949-2254 (FAX)**

**[kgabella@altoonawater.com](mailto:kgabella@altoonawater.com)**

**All requests must be submitted in writing on the attached Standard Right-To-Know Request Form following this Notice.**

**Any requests shall comply with the Right-To-Know Law and Resolution 08-12-512.**

**Any appeals to Authority decisions should be submitted to:**

**Commonwealth of Pennsylvania**

**Office of Open Records**

**Commonwealth Keystone Building**

**400 North Street, Plaza Level**

**Harrisburg, PA 17120-0025**

**(717) 346-9903**

**E-mail: [openrecords@state.pa.us](mailto:openrecords@state.pa.us)**

**Website: [www.openrecords.state.pa.us](http://www.openrecords.state.pa.us)**



# pennsylvania

OFFICE OF OPEN RECORDS

## STANDARD RIGHT-TO-KNOW REQUEST FORM

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

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

REQUEST SUBMITTED TO (Agency name & address): \_\_\_\_\_

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

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

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

TELEPHONE (Optional): \_\_\_\_\_      EMAIL (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    NO

DO YOU WANT TO INSPECT THE RECORDS?    YES    NO

DO YOU WANT CERTIFIED COPIES OF RECORDS?    YES    NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100?    YES    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 AGENCY USE ONLY**

**OPEN-RECORDS OFFICER:**

I have provided notice to appropriate third parties and given them an opportunity to object to this request

**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.)*