

Borough of Blairsville

REQUESTING INFORMATION UNDER THE RIGHT-TO-KNOW LAW

To request records under the RTKL, you may file a request with this Agency's Open Records Officer:

Timothy E Evans
Borough of Blairsville
203 East Market Street
Blairsville PA 15717
Phone: (724)459-9100 Fax: (724)459-9012
Email: blvsboro@comcast.net
Website: <http://blairvilleboropa.com/>

To challenge this Agency's response, you may file an appeal within 15 business days with:

Erik Arneson, Executive Director
Office of Open Records
333 Market Street, 16th Floor, Harrisburg, PA 17101-2234
Phone: (717) 346-9903 Fax: (717) 425-5343
Email: openrecords@pa.gov Website: <http://openrecords.pa.gov>

When a request is denied as seeking exempt criminal investigative records of a local agency, appeals may be filed within 15 business days of the agency's response with:

Indiana County District Attorney's Office
825 Philadelphia Street
Indiana PA 15701
Phone: (724)465-3835
Website: <https://www.indianacountypa.gov/departments/district-attorney/da-patrick-doughtery/>

In compliance with Section 504 of the RTKL, the following documents have also been posted at this Agency: Borough of Blairsville

- A form which may be used to file a request.



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date of Request: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

DO YOU WANT COPIES? Yes, electronic copies preferred if available
 Yes, printed copies preferred
 No, in-person inspection of records preferred (*may request copies later*)

Do you want **certified copies**? Yes (*may be subject to additional costs*) No

RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$ _____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$ _____

Appropriate third parties notified and given an opportunity to object to the release of requested records.