



BOROUGH OF TOPTON

REQUEST TO REVIEW OR DUPLICATE PUBLIC RECORDS

Requestor Name:	Contact Number:	
Address:		
City:	State:	Zip:
Request Date:	Date Information Needed:	

Describe the requested information. Important: You must identify or describe the records with sufficient specificity to enable the Borough Secretary to determine which records are being requested. Use additional sheets if necessary.

Action Taken	Date Completed	Authorized By	Received Date
Approved <input type="radio"/>			
Denied <input type="radio"/>			
Additional Review <input type="radio"/>			
A charge of \$0.25 per sheet will be applied		Signature and payment is required before any material is released. I certify that I am a resident of the Commonwealth of Pennsylvania.	
Total Amount Due:			

Signature of Requestor

Information Received By

~ ALL REQUESTS WILL BE GRANTED IN A REASONABLE AMOUNT OF TIME ~
 Please send all requests to toptonadmin@ptd.net or fax to 610-682-1636
 To contact the Pennsylvania Office of Open Records please call (717) 346-9903
 or visit www.openrecords.pa.gov