



BOROUGH OF BEAVER

FOUNDED 1802

National Register of Historic Places ~ Tree City USA

469 THIRD STREET, BEAVER, PENNSYLVANIA 15009
724-773-6700 - 724-773-6711 (FAX) ~ visit us at www.beaverpa.us

STANDARD 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): _____ EMAIL (Optional): _____

RECORDS REQUESTED: * Provide as much specific detail as possible so the Borough of Beaver can identify the information.

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 ****

FOR AGENCY USE ONLY

RIGHT TO KNOW OFFICER:

Adam W. Rathbun, Borough Manager

469 Third Street, Beaver, PA 15009

arathbun@beaverpa.us

Phone: 724-773-6700

Fax: 724-773-6711

DATE RECEIVED BY THE BOROUGH OF BEAVER: _____

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.)**