Pennsylvania
Office of Open Records

# Standard Right-to-Know Law Request Form

*Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at https://www.openrecords.pa.gov. In most cases, a completed RTKL request form is a public record.*

**SUBMITTED TO AGENCY NAME:** _____(Attn: AORO)

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

**PERSON MAKING REQUEST:**

Full Name: _____

Company (if applicable): _____

Please send response via: ☐ Email ☐ U.S. Mail

*If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.*

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

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

**☐ By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. *I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.***

**RECORDS REQUESTED:** *Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.*

***Form continues on page 2. Retain a copy of both pages.***

**RECORDS REQUESTED (continued):**

**DO YOU WANT COPIES?** ☐ Yes, printed ☐ Yes, electronic ☐ No, in-person inspection

*Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the Official RTKL Fee Schedule for more details.*

**I understand that my request may incur fees. Notify me before further processing if fees will be more than ☐ $100 (or) ☐ $_____.**

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

**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.

***Retain a copy of both pages of this Form.***

# RESOLUTION 2024-2

WHEREAS, the Blair County Conservation District has adopted an Open Records Policy pursuant to the Right to Know Law (Act 3 of 2008);

WHEREAS, the Policy requires the Blair County Conservation District to adopt a Fee Schedule Resolution and post the same for the public.

BE IT FURTHER RESOLVED that the Blair County Conservation District adopts the following schedule of fees with respect to public records requests:

| | |
|---|---|
| Black & White Copies (first 1,000) | $0.25 per copy |
| Black & White Copies (beyond 1,000) | $0.20 per copy |
| Color Copies | $0.50 per copy |
| Specialized Documents | Up to actual cost |
| CD / DVD | Up to actual cost, not to exceed $1.00 per disc |
| Flash Drive | Up to actual cost |
| Facsimile | Up to actual cost |
| Other Media | Up to actual cost |
| Conversion to Paper | $0.25 per page |
| Postage | actual cost of USPS first-class postage |
| Certification | $5.00 per record |

BLAIR COUNTY CONSERVATION DISTRICT

ATTEST:

Secretary

By: James E Biddle
Chairman

DATE: 12/16/2024