

## Public Records Request

### **Sewickley Borough's Right-to-Know Procedures**

**Contact:** Open Records Officer - Kevin M. Flannery, Borough Manager & Secretary

Email: [RTKLRequest@sewickleyborough.org](mailto:RTKLRequest@sewickleyborough.org) or [kflannery@sewickleyborough.org](mailto:kflannery@sewickleyborough.org)

P.O. Box 428

601 Thorn Street

Phone: 412-741-4015

Fax: 412-741-2421

**Hours:**

8:00 am - 5:00 pm

Monday - Friday

All requests for review and/or duplication of public records shall be submitted to the Borough in writing.

Use the Borough's printable [RIGHT-TO-KNOW REQUEST FORM](#), the State Office of Open Records request form.

Written requests may be submitted to the Borough in one of the following manners:

**IN PERSON:** (Hand Delivered) to Open Records Officer Kevin M. Flannery, Borough Manager & Secretary, Sewickley Borough Municipal Building, 2<sup>nd</sup> Floor, 601 Thorn Street, Sewickley, PA 15143

**BY MAIL:** to Open Records Officer Kevin M. Flannery, Borough Manager & Secretary, Borough of Sewickley, P.O. Box 428, 601 Thorn Street, Sewickley, PA 15143

**BY FAX:** 412-741-2421

**BY E-MAIL:** [RTKLRequest@sewickleyborough.org](mailto:RTKLRequest@sewickleyborough.org) or [kflannery@sewickleyborough.org](mailto:kflannery@sewickleyborough.org)



# pennsylvania

OFFICE OF OPEN RECORDS

## STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

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

NAME OF REQUESTOR: \_\_\_\_\_

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

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

TELEPHONE (Optional): \_\_\_\_\_  
\_\_\_\_\_

RECORDS REQUESTED:

*\*Provide as much specific detail as possible so the agency 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

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-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.)***