



The Borough of Kutztown

45 Railroad Street

Kutztown, PA 19530

Phone No. 610 683-6131 • Fax No. 610 683-6729

Request to Review or Duplicate Public Records



Requestor Name	Contact Phone
Address	Address
City	State Zip Code
Request Date	Date Information Needed

Describe the requested information. Important: You must identify or describe the records with sufficient specificity to enable the Right-To-Know Officer to determine which records are being requested. Use additional sheets if necessary.

Charges apply: Video \$25 ea _____ Copies .25 ea _____
Audio \$25 ea _____ Misc. Charge _____ Total \$ _____

Action Taken	Date Complete	Authorized By	Received Date
<input type="checkbox"/> Approved			
<input type="checkbox"/> Denied			
<input type="checkbox"/> Additional Review			

Signature and payment is required before any material is released.

_____	_____
Signature of Requestor	Date Information Received