46 East King Street
Littlestown, Pennsylvania 17340
Phone: (717) 359-5101
Fax: (717) 359-8441
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THE BOROUGH OF LITTLESTOWN

We re growing, one neighbor at a time.

REQUEST FOR INFORMATION FORM
(Pursuant to Pennsylvania Right to Know Act and Borough Ordinance)

Name of person requesting information: _____
Address: _____
Telephone Number: _____

Information requested (be specific): _____
_____
_____
_____
_____
_____

FOR OFFICIAL USE ONLY

Information availability:
Date: _____
Place: _____
Time: _____
Information unavailable:
Reason: _____
_____
_____

Cost for service:

Deposit fee:			
Postage:		=	$
Duplication:	$0.25 per/pg x _____ pages	=	$
Retrieval:	$3.75 per/qtr hr x _____ qtr hrs	=	$
Certification:			$ 10.00
Conversion to Paper:	$0.25 per/pg x _____ pages	=	$
	TOTAL:	=	**$**

Fee received: _____
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Borough Secretary Date