



**Contact information for
the Open Records Officer**

Director
Cheltenham Township Library System
215 S. Keswick Ave.
Glenside, PA 19038
215-885-0457
215-885-1239 (Fax)
cturner@mclinc.org

**Contact information for
the PA Office of Open Records**

Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225
717-346-9903
717-425-5343 (Fax)
openrecords@state.pa.us

RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

REQUEST SUBMITTED BY (circle one): 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 library system can identify the information.*

DO YOU WANT TO INSPECT THE RECORDS ONLY? YES or NO

MEDIUM IN WHICH THE RECORD IS REQUESTED? _____

DO YOU WANT COPIES? YES or NO (.25 per page)

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO (\$1.00 per record)

For Cheltenham Township Library System Use Only:

DATE RECEIVED BY THE AGENCY: _____

ACTION TAKEN: _____