



BOROUGH OF CONSHOHOCKEN

Office of the Borough Manager

MAYOR
Yaniv Aronson

BOROUGH COUNCIL
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David Bria, Member
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Adrian Serna, Member

Stephanie Cecco
Borough Manager

Standard Right to Know Request Form

DATE: _____ REQUEST SUBMITTED BY: E-Mail ☐ U.S Mail ☐ Fax ☐ In-Person

NAME OF REQUESTOR: _____ COMPANY (if applicable): _____

STREET ADDRESS: _____

CITY/STATE/ZIP _____

TELEPHONE: _____ EMAIL: _____

☐ 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 specific detail as possible so the agency can identify the information. Use additional sheets if necessary.*

Do you want to inspect the records in our office: ☐ YES ☐ NO

Would you like for us to email you the documents and response? ☐ YES ☐ NO

If you want Copies the cost is \$.25 per page or cost of duplication. Do you want copies? ☐ YES ☐ NO

BELOW IS FOR OFFICE USE ONLY

OPEN RECORDS OFFICER:

Stephanie Cecco, *Borough Manager*
C/O Brittany Rogers, *RTK Coordinator*
400 Fayette Street, Suite 200 • Conshohocken, PA 19428
Email: righttoknow@conshohockenpa.gov
Phone: 610-828-1092 • Fax: 610-828-0920

Day & Time Stamp

Date Received: _____

Date Response Due: _____

30-Day Extension ☐ Yes ☐ No • Final Due Date: _____

Response: ☐ Granted ☐ Partially Granted & Denied ☐ Denied

Processing Time: _____

DISTRIBUTION:

☐ Zoning ☐ Fire Marshal
☐ Police ☐ Administrative
☐ Code ☐ Finance

