



BUCKS COUNTY CONSERVATION DISTRICT

1456 FERRY ROAD, SUITE 704
DOYLESTOWN, PA 18901-5550

Over 60 Years In Pursuit of Environmental Excellence

**PENNSYLVANIA
OFFICE OF OPEN RECORDS
STANDARD RIGHT-TO-KNOW REQUEST FORM**
All requests must include a valid resident mailing address
Requester must be a resident of the United States

DATE REQUESTED:

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

NAME OF REQUESTER (Required) _____

MAILING ADDRESS (Required) _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

EMAIL ADDRESS _____

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information.*

DO YOU WANT PAPER COPIES? YES or NO

DO YOU WANT ELECTRONIC 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:

Section 702 gives agencies discretion if they want to provide records to anonymous requesters. An anonymous requester must provide their legal name to file an appeal with the Office of Open Records. Source: [OOR - About the Right-to-Know Law \(pa.gov\) FAQ 38.](#)

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.)

Policy Updated 08/14/2024

Effective 09/11/2024

Right to Know Law Record Request Schedule of Fees

| Record Type | Fee |
|---|--|
| Copies: | |
| Electronic copies (scans) emailed to requester : | No Charge |
| <i>(A "photocopy" is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5" x 11" page)</i> | \$.25 per page |
| Certification of a Record: | \$1 per record, not per page. Please note that certification fees do not include notarization fees. |
| Specialized documents: For example, but not limited to, hard copies of blue prints, color copies, non-standard sized documents | Actual Cost of the hard copy |
| Facsimile/Microfiche/Other Media: | Actual Cost |
| Redaction Fee: | No Charge |
| Conversion to Paper: | If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium. (Sec. 1307(e)). |
| Postage Fees: | Fees for Postage May Not Exceed the Actual Cost of Mailing |