Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Wayne township mifflin county pa _____ (Attn: AORO)

Date of Request: 8/5/2025 _____ Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: Todd D Kauffman _____ Company (if applicable): _____

Mailing Address: 33 wisteria lane _____

City: mcveytown _____ State: pa _____ Zip: 17051 _____ Email: tddkauffman@yahoo.com _____

Telephone: 717-899-6920 _____ Fax: _____

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☒ Email ☐ U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

I would like to have a copy of wayne townships social media policy or policies.

DO YOU WANT COPIES? ☒ Yes, printed copies (*default if none are checked*)

☐ Yes, electronic copies preferred if available

☐ No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? ☐ Yes (*may be subject to additional costs*) ☒ No

RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than ☐ **$100 (or)** ☒ **$ 20.00** _____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: 8/7/2025 Response Due (5 bus. days): _____

30-Day Ext.? ☐ Yes ☒ No (If Yes, Final Due Date: _____) Actual Response Date: 8/7/2025

Request was: ☐ Granted ☐ Partially Granted & Denied ☒ Denied Cost to Requester: $ 0 _____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record. More information about the RTKL is available at https://www.openrecords.pa.gov

Form updated Feb. 3, 2020