



**pennsylvania**  
OFFICE OF OPEN RECORDS

**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 (Attn: AORO)

Date of Request: 9-3-25 Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Name: Ken A. Smith Company (if applicable): \_\_\_\_\_

Mailing Address: 100 Missing Pines Drive

City: McVeytown State: PA Zip: 17051 Email: ksmith8787@hotmail.com

Telephone: 717-348-6148 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.

1. I am requesting all Wayne Township financial disbursements from all accounts for the time period August 1, 2025 to August 31, 2025.
2. I am requesting the individual credit card statements for all Wayne Township credit card accounts for the time period January 1, 2025 to August 31, 2025

DO YOU WANT COPIES?  Yes, printed copies (default if none are checked)  
 Yes, electronic copies preferred if available Email  
 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: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was:  Granted  Partially Granted & Denied  Denied Cost to Requester: \$ \_\_\_\_\_

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