



Pennsylvania  
Office of Open Records

**Standard Right-to-Know Law Request Form**

Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NAME: Wayne Township (Attn: AORO)

Date Request Submitted: 12-24-2025 Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Full Name: Ken A. Smith

Company (if applicable): \_\_\_\_\_

Please send response via:  Email  U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: ksmith8787@hotmail.com

Mailing Address: 100 Missing Pines Drive

City: McVeytown State: PA Zip: 17051 Telephone: 717-348-6148

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

**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 detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.

*On December 16, 2025 the special meeting agenda was uploaded to the Wayne Township website.*

*I am requesting the website Wordpress media upload timestamp for document ID 3813. I would like the CMS activity log showing the date and time posted.*

**Form continues on page 2. Retain a copy of both pages.**

**RECORDS REQUESTED (continued):**

*In lamen's terms, I am requesting the date and time stamp when the December 16th special meeting agenda was uploaded to the Township website.*

**DO YOU WANT COPIES?**    Yes, printed    Yes, electronic <sup>Email</sup>    No, in-person inspection

*Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the Official RTKL Fee Schedule for more details.*

**I understand that my request may incur fees. Notify me before further processing if fees will be more than**  \$100 (or)  \$ 20.00.

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

**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.

**Retain a copy of both pages of this Form.**