



Upper Leacock Township Board of Supervisors

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TOWNSHIP MANAGER

Standard Right-to-Know 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: _____

Date of Request: _____ Submitted via: ☐ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

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

RECORDS REQUEST: 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.

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.

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

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Date Received: _____ Copies: _____ Postage: _____ Fax: _____ Total Cost: _____

Date Request Fulfilled: _____ Date Information: Picked Up: _____ Faxed: _____ Mailed: _____

Initials of Staff Member: _____