



BOROUGH OF GETTYSBURG
Office of the Manager
Open Records
Right - to - Know (RTK) Request Form

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| Method of Request Submission: | Email: |
| | USPS Mail |
| | Fax |
| | In Person |

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| Date Requested: |
| Date Received by Borough: |

| | |
|--------------------------------------|--|
| Send to Open Records Officer: | Sara L. Stull Right-to-Know Officer 59 East High Street Gettysburg, PA 17325 (717) 334-1160 ext. 240 (717) 334-7258 SStull@GettysburgPA.gov |
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| Preferred Method to Receive Copies: | |
| Electronic Copies | Paper Copies |

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| Do You Want Certified Copies? | |
| Yes | No |

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| Do You Want to Inspect the Records in the Office: | Yes |
| | No |

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| Name of Requester: |
| Street Address: |
| City/State/Zip Code: |

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|-----------------------|
| Email Address: |
| Phone Number: |

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|--------------------|
| County Name |
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Records Requested: **Provide as much specific detail as possible so the Borough can identify the record(s).*

NOTE: For more information on the Borough's Right-to-Know Policy, refer to Act 3 of 2008 and Amended RTK Law.