

Legislative Budget and Finance Committee
Right-to-Know Law Request for
Access to Legislative Record

To: Open Records Officer
Legislative Budget & Finance Committee
400-A Finance Building
PO Box 8737
Harrisburg, PA 17105-8737

For LB&FC ORO Use Only
RTK Law Request # _____
Date Request Received: _____
Date 5-day Period Expires: _____

Request submitted by: e-mail US Mail Fax In-person

Request: Pursuant to Pennsylvania's Right-to-Know Law, Act of Feb. 14, 2008, No.3 ("RTK Law"), the Requestor identified below requests access to the following specified record(s) (you must identify these documents with sufficient specificity so that we may determine if we have them and that we may release them):

Please check all that may apply:

- Requesting a copy of the documents identified above.
- Requesting physical access to the documents identified above.
- Requesting certified copies of the documents identified above.
- Requesting a copy of the documents in the following media format:

Requestor Information (Optional)*:

Date Requested:

Signature (optional)*

Print Name (optional)*

Street Address (optional)*

City, State, Zip (optional)*

Telephone (optional)*

***In accordance with Section 702 of the RTK Law, the LB&FC may fulfill verbal, written or anonymous verbal or written requests for access under the law. If the requestor wishes to pursue the relief and remedies provided for under the RTK Law, the request must be in writing. (See, RTK Law Section 702).**

While a written request may be anonymous, the RTK Law does require that a written request include the name and address to which the agency should address its response. (See RTK Law Section 703).