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: Penn Township (Attn: AORO)

Date Request Submitted: 9/8/26 Submitted via: ■ Email □ U.S. Mail □ Fax □ In Person

[redacted]

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.*

The Township's current vehicle/fleet inventory identifying, where maintained: year, make, model, department, acquisition date, acquisition cost, and current assigned department, employee, or position.

Vehicle identification numbers, license plate numbers, or other information may be omitted if the Township believes disclosure raises a security concern. I am primarily seeking financial and assignment information.

A record identifying all Township vehicles currently authorized for take-home use, including the department and employee position or job title to which each vehicle is assigned.

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

RECORDS REQUESTED (continued):

I am not requesting employee home addresses or the locations where vehicles are stored overnight.

All current policies, procedures, collective bargaining provisions, resolutions, or administrative directives governing Township vehicle use and take-home vehicles, including eligibility, personal use, commuting, mileage, fuel, and authorization requirements.

An existing accounting-system report, fuel-card report, fleet-management report, or equivalent electronic record showing fuel purchases or fuel costs by vehicle from January 1, 2025 through the date this request is processed.

Please include available fields such as transaction date, vehicle or unit number, gallons purchased, amount paid, mileage/odometer reading, and department.

An existing report or accounting record showing maintenance and repair expenditures by Township vehicle for the same period.

Records showing the purchase or lease cost of any vehicle acquired from January 1, 2024 through the date this request is processed, including the successful vendor quote, purchase order, contract, or invoice.

For tabular information, I prefer the existing electronic spreadsheet, database export, fleet report, or accounting-system export rather than printed copies where available.

I am not requesting the creation of a new record. If any responsive record contains exempt information, please redact only the exempt information and provide the remainder.

DO YOU WANT COPIES? ☐ Yes, printed ■ Yes, electronic ☐ 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) ☐ $_____.

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.