

2019-35



pennsylvania
OFFICE OF OPEN RECORDS

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MAR 27 2019

**CALN TWP
RTKO**

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: CALN TOWNSHIP, CHESTER COUNTY, PA (Attn: AORO)

Date of Request: March 27, 2019 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Mark DeYoung Company (if applicable): _____

Mailing Address: 20 Beaver Run Rd

City: Downingtown State: PA Zip: 19335 Email: [REDACTED]

Telephone: [REDACTED] Fax: _____

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

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. 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.*

DEMOLITION OF GOLF COURSE HOUSE: LINE ITEM IN 2019 BUDGET \$50,000

ALL DOCUMENTATION RELATING TO THIS PROJECT. INCLUDING BUT NOT LIMITED TO DESCRIPTION OF THE PROPOSAL, BIDS OR AWARDING OF CONTRACT, DESCRIPTION OF THE HOUSE, COPY OF THE DEMOLITION PERMIT AND THE DOCUMENTATION FOR THE REMOVAL OF THIS HOUSE.

DO YOU WANT COPIES? Yes, electronic copies preferred if available
 Yes, printed copies preferred
 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. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$ 20.00.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: 3/27/19 Response Due (5 bus. days): 4/13/19

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: 3/29/19

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.

NOTE: In most cases, a completed RTKL request form is a public record. More information about the RTKL is available at <https://www.openrecords.pa.gov>

Form updated Nov. 27, 2018

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