



## ***Right-to-Know Request Form***

***Date Requested:*** \_\_\_\_\_

***Request Submitted by:*** \_\_\_\_\_ *Email* \_\_\_\_\_ *U.S.Mail* \_\_\_\_\_ *Fax* \_\_\_\_\_ *In Person*

***Name of Requestor:*** \_\_\_\_\_

***Street Address:*** \_\_\_\_\_

***City, State, County (Required):*** \_\_\_\_\_

***Telephone:*** \_\_\_\_\_

***Records Requested:*** (*\*Provide as much specific detail as possible so the agency can identify the information.*)

***Do you want copies?*** \_\_\_\_\_ *Yes* / \_\_\_\_\_ *No*

***Do you want to inspect the records?*** \_\_\_\_\_ *Yes* / \_\_\_\_\_ *No*

\_\_\_\_\_  
***Right to Know Officer(s):*** Tammy L. Bartsch, Office Administrator  
Dan Greig, District Manager

***Date Received by the Agency:*** \_\_\_\_\_

***Agency Five (5) Day Response Due Date:*** \_\_\_\_\_

***\*\* Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in the Act, the request must be in writing. (Section 702) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703)***

***Berks County Conservation District  
Right-to-Know Record Request Schedule of Fees***

The following fee shall be applicable to requests for access to public records:

- a) Standard Size Photocopying Fees  
(.25) Twenty-Five cents per 8"x11" page.
- b) Copying Off-Site  
Copying off-site of subdivision, land development or other plans are (\$20.00) Twenty dollars plus actual cost incurred.
- c) Copying Records Onto Electronic Media  
Actual cost of materials and media used for copying.
- d) Postage  
For mailed or couriered copies the actual cost incurred will apply.

The above list is not exhaustive. Additional fees may apply for specialized copying. The Conservation District will inform the person or entity requesting access to the public record the projected costs. The Conservation District, in its sole discretion, may waive the fees for duplication of public records if the County determines that it is in the public interest to do so.

If the estimated costs of duplication of a public record are expected to exceed (\$100.00) One Hundred dollars, the Conservation District may require the person or entity requesting the record to prepay the estimated fees authorized by this policy, prior to providing access to the public record. Access to the records requested may be postponed until prepayment is received.

