



SENATE of PENNSYLVANIA RIGHT-TO-KNOW RECORDS REQUEST

Room 104 North Office Building
Harrisburg, PA 17120-3052
Phone: 717-787-7163
Fax: 717-783-4296
RTKofficer@occ.pasen.gov
www.pasen.gov

Request Date: _____

REQUESTER INFORMATION:

Name (required): _____
Street Address (required): _____
City, State, Zip (required): _____
E-mail: _____
Telephone: _____
Cell phone: _____

How to contact you:

E-mail
Phone
Cell Phone

How to deliver information:

E-mail
Mail
Pickup

INFORMATION REQUESTED:

List and describe the legislative record(s) requested in specific detail:

Written requests need not include an explanation why information is being sought or the intended use of the information unless otherwise required by law (Section 703).

Open Records Office Use Only

Handled By	Date Received	Request #	5 day Response Date