

RIGHT-TO-KNOW REQUEST FORM

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

Request Submitted By:      Email              U.S. Mail              Fax  
   In-person

Name of Requester: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

RECORDS REQUESTED (\*Provide as much specific detail as possible so SEDA-COG Joint Rail Authority can identify the information requested.)

Do you want copies? Yes or No

Do you want to inspect the Records? Yes or No

Do you want certified copies of Records? Yes or No

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Do Not Write Below – For SEDA-COG Joint Rail Authority Use

Designated Responder: \_\_\_\_\_

Date Received by SEDA-COG Joint Rail Authority: \_\_\_\_\_

Five-Day Response Due: \_\_\_\_\_

Action taken: \_\_\_\_ Approved  Denied  Denied in Part  Extension Required

Date Requester notified: \_\_\_\_\_ Method of Notification: \_\_\_\_\_

\*If the requester wishes to pursue the relief and remedies provided for in this 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).