

*1 Attachment 1*

Borough of Philipsburg

**Exhibit "A"**  
**Public Record Request Form**

Upon receipt of a written request for access to a record, the Borough of Philipsburg shall make a good faith effort to determine if the record requested is a public record and to respond as promptly as possible under the circumstances existing at the time of the request, but shall not exceed 5 business days from the date the written request is received. If the Borough fails to send the response within 5 business days of receipt of the request for access, the written request for access shall be deemed denied.

Exceptions to the 5 day response period will be made, up to 30 additional days, for the following reasons:

- A. Redaction of a public record is requested.
- B. Retrieval of a record stored in a remote location.
- C. Bona fide and specified staffing limitations.
- D. A legal review is necessary to determine whether the record is a public record subject to access under 65 P.S. §66.1 et seq.
- E. Requestor has not complied with policy regarding access to records.
- F. Requestor refuses to pay applicable fees set forth. (Cost per copy \$\_\_\_\_\_)

Please print or write legibly (use back if more room is needed).

Date of Request \_\_\_\_\_ Phone/Fax# \_\_\_\_\_

Name of Requestor \_\_\_\_\_

Address \_\_\_\_\_

Records requested \_\_\_\_\_

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