

**Joint Legislative Air and Water Pollution Control
and Conservation Committee**

**Right-to-Know Law Request for
Access to Legislative Record**

To: Open Records Officer
Joint Legislative Air and Water Pollution
Control and Conservation Committee
Room 408 Finance Building
House Box 202254
Harrisburg, PA 17120-2254

For JCC ORO Use Only
RTK Law Request # _____
Date Request Received: _____
Date 5-day Period Expires: _____

Request submitted by: Email US Mail Fax In-person

Request: Pursuant to Pennsylvania’s Right-to-Know Law, Act of Feb. 14, 2008, No.3 (“RTK Law”), the Requestor identified below requests access to the following specified record(s)(you must identify these documents with sufficient specificity so that we may determine if we have them and that we may release them):

Please check all that may apply:

- Requesting a copy of the documents identified above.
- Requesting physical access to the documents identified above.
- Requesting certified copies of the documents identified above.
- Requesting a copy of the documents in the following media format: _____

Requestor Information (Optional)*:

Signature (optional)*

Date Requested: _____

Print Name (optional)*

Street Address (optional)*

City, State, Zip (optional)*

Telephone (optional)*

*** In accordance with Section 702 of the RTK Law, the JCC may fulfill verbal, written or anonymous verbal or written requests for access under the law. If the requestor wishes to pursue the relief and remedies provided for under the RTK Law, the request must be in writing. (See, RTK Law Section 702).**

While a written request may be anonymous, the RTK Law does require that a written request include the name and address to which the agency should address its response. (See RTK Law Section 703).