



Requests for records can be submitted by email to [eknight@porterie.org](mailto:eknight@porterie.org) by mail or in person at the above address.

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

Requester Mailing Address (Include City, State, Zip code): \_\_\_\_\_

Phone: \_\_\_\_\_

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

**Records Requested** (Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

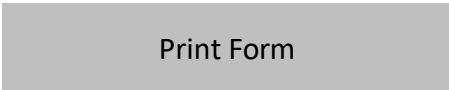
\_\_\_\_\_

I am requesting that:

- the identified records be mailed to me at the address provided. I understand certain duplication and postage fees apply.
- the records be made available for inspection at the offices of the (Erie Western PA Port Authority) during regular business hours.
- the records be forwarded to me electronically at the email provided.
- certified copies of the records be made available to me. I understand that fees for providing certification of records apply.

*(Records will be provided in the format available)*

Date Request Submitted: \_\_\_\_\_



Signature of Requester: \_\_\_\_\_

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*For Open-Records Officer Use Only*

Date of Receipt: \_\_\_\_\_ Response Date (5 bus.days): \_\_\_\_\_

30-Day Ext.?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was:  Granted  Partially Granted & Denied  Denied

Cost to Requester: \$ \_\_\_\_\_