



REQUEST FOR OPEN RECORDS

Logan Township, Blair County

Logan Township
100 Chief Logan Circle
Altoona, PA 16602

Dear Open Records Officer:

Please consider this an official written request for information from Logan Township. I would like to examine and inspect and/or obtain copies or extracts of the following documents:

(List individually the documents you wish to examine, inspect or copy. Be as specific as possible. Including subject, type and date of document if known.)

DATE OF REQUEST: _____

DESCRIPTION OF RECORDS REQUESTED (For more space, continue on back)

1. _____
2. _____
3. _____

INSTRUCTIONS (Circle One): PICK-UP FAX MAIL DISK E-MAIL VIEW IN-HOUSE

CONTACT INFORMATION AND SIGNATURE OF REQUESTOR:

ADDRESS: _____

TELEPHONE / FAX NUMBER: _____

E-MAIL: _____

PRINTED NAME: _____ SIGNATURE: _____

(When request is fulfilled) For Office Use Only:

Copies _____ Postage _____ Disk _____ Fax _____

TOTAL COST: _____

DATE REQUEST FULFILLED: _____

INITIALS OF STAFF MEMBER: _____

DATE INFORMATION: Picked Up _____ Mailed _____ Faxed _____ E-Mailed _____