

**PROCEDURE UNDER ACT 100 OF 2002  
OPEN RECORDS LAW  
REQUESTED TO BOROUGH OF NORTHERN CAMBRIA FOR ACCESS  
TO PUBLIC RECORDS**

**I. REQUEST**

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Phone Number: \_\_\_\_\_

4. Identify or describe the records sought with sufficient specificity to enable the Borough to ascertain which records are being sought:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets, if necessary)

5. Date of written request: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Requestor)

**II. ACKNOWLEDGE OF BOROUGH**

On behalf of the Borough of Northern Cambria \_\_\_\_\_, hereby acknowledges receipt of the request for public records on \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ .M.

\_\_\_\_\_  
(Signature of Borough Representative)