

Milesburg Borough
P. O. Box 518 - 416 Front Street
Milesburg, PA 16853
Phone – (814) 355-3583
Fax – (814) 355-1895
Open Records Officer: Paula J. Hall

REQUEST FORM FOR PUBLIC RECORDS

Date of Request: _____

Requestor's name: _____
(printed)

Street Address: _____

City, State, County: _____

Daytime telephone number: _____

Specific description of records requested:

(Please attach additional pages if necessary)

Do you wish to inspect records on-site? Yes No Do you want copies? Yes No

Do you want certified copies of records? Yes No

Do you want copies mailed to you? Yes No Do you wish to pick-up copies? Yes No

Signature of Requestor

Borough use only:

1) Date request received: _____

2) Submitted by: Email U.S. Mail Fax In-person

3) Borough (5) day response due: _____