

**Legislative Budget and Finance Committee  
Right-to-Know Law Request for  
Access to Legislative Record**

To: Open Records Officer  
Legislative Budget & Finance Committee  
400-A Finance Building  
PO Box 8737  
Harrisburg, PA 17105-8737

<b>For LBFC ORO Use Only</b>
RTK Law Request # _____
Date Request Received: _____
Date 5-day Period Expires: _____

Request submitted by:  e-mail  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)\*:**

Date Requested:

Signature (optional)\*

Print Name (optional)\*

Street Address (optional)\*

City, State, Zip (optional)\*

Telephone (optional)\*

**\*In accordance with Section 702 of the RTK Law, the LBFC 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).**