

**MUNICIPAL AUTHORITY OF THE
CITY OF NEW KENSINGTON**
920 Barnes Street, P. O. Box 577
New Kensington, Pennsylvania, 15068
Telephone: (724) 337-3577 Fax: (724) 337-8307

FOR AUTHORITY USE
Date Received _____
File No. _____

PUBLIC RECORD(S) REVIEW AND/OR DUPLICATION REQUEST

PLEASE PRINT LEGIBLY

Date of Request: _____

Requester's Name: _____

Requester's Address: _____

Requester's Telephone Number: _____

Requester's Fax No. (if any): _____

I request review duplication (check applicable box) of the following records. Identify or describe the record(s) with sufficient detail to enable the Authority to determine the record(s) being requested. Use additional pages if necessary.

I certify that I am a resident of the Commonwealth of Pennsylvania.

Signature of Requester

This Request must be submitted in person or by mail or facsimile to the Open Records Officer at the above address.

Action Taken:

Approved Date of Approval: _____

Denied Date notice mailed: _____

Additional Review Date notice mailed: _____

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DENIAL OF REQUEST FOR PUBLIC RECORD(S) REVIEW AND/OR DUPLICATION

Date of Request: _____ File No.: _____ Date of Denial: _____

Requester's Name: _____

Requester's Address: _____

TO:

Dear _____:

Your Request for Public Record(s) Review and/or Duplication of the following record(s):

has been denied for the following reason(s):

This denial is based on the following legal authority:

You have the right to appeal this decision. To appeal, you must either:

1. Within fifteen (15) days of the date of this Notice of Denial or of deemed denial, file exceptions with the Authority in accordance with the Authority's Policy. If you file exceptions, the Authority will have thirty (30) calendar days within which to respond to your exceptions unless this time is extended by your agreement with the Authority. The Authority may also decide to conduct a hearing within that time to assist it in the making of a decision; or
2. Within thirty (30) calendar days of the date of the Notice of Denial, or within thirty (30) calendar days of the Authority's final decision in the event you have filed exceptions with the Authority, you may file a petition for review in the Court of Common Pleas of Westmoreland County, Pennsylvania, or bring an action against the Authority in the office of the local District Judge.

MUNICIPAL AUTHORITY OF
THE CITY OF NEW KENSINGTON

By: _____