



## Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

**SUBMITTED TO AGENCY NAME:** DEPARTMENT OF CONSERVATION & NATURAL RESOURCES (Attn: AORO)

Date of Request: NOV 17 2023 Submitted via:  Email  U.S. Mail  Fax  In Person

### PERSON MAKING REQUEST:

Name: REPRESENTATIVE JOHN LAWRENCE Company (if applicable): STATE HOUSE

Mailing Address: 105 RYAN OFFICE BUILDING

City: HARRISBURG State: PA Zip: 17120 Email: JLAWRENCE@PAHOUSEGOP.COM

Telephone: 610-869-1602 Fax: 610-869-1605

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

**RECORDS REQUESTED:** Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.

1) FREEFORM COMMENTS SUBMITTED BY PARTICIPANTS IN SECTIONS ALLOWING FOR FREEFORM COMMENTS IN THE ONLINE AND QR CODE SURVEYS CONDUCTED BY DCNR OR ITS AGENTS IN THE SUMMER/FALL 2023 GAUGING PUBLIC SENTIMENT REGARDING BIG ELK CREEK STATE PARK.

2) COMMENTS COLLECTED DURING AND AFTER THE NOVEMBER 6, 2023 MEETING ORGANIZED BY DCNR AND HELD AT LINCOLN UNIVERSITY REGARDING FUTURE PLANS FOR THE BIG ELK CREEK STATE PARK, WITH PERSONAL IDENTIFYING INFORMATION REDACTED.

**DO YOU WANT COPIES?**  Yes, printed copies (default if none are checked)  
 Yes, electronic copies preferred if available  
 No, in-person inspection of records preferred (may request copies later)

Do you want **certified copies**?  Yes (may be subject to additional costs)  No  
RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

**Please notify me if fees associated with this request will be more than**  \$100 (or)  \$\_\_\_\_\_.

### ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was:  Granted  Partially Granted & Denied  Denied Cost to Requester: \$\_\_\_\_\_

Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record.  
More information about the RTKL is available at <https://www.openrecords.pa.gov>

Form updated Feb. 3, 2020