

The Borough of Etna

DEPARTMENT OF PUBLIC SAFETY

437 BUTLER STREET
PITTSBURGH, PA 15223
Telephone: (412) 781-6271
Fax: (412) 781-2604

REQUEST FOR COPIES OF OFFICIAL RECORDS OR DOCUMENTS

In accordance with applicable provisions of law, The Borough of Etna will endeavor to accomodate all appropriate requests for copies of official records or other documents.

The Borough reserves the right to obtain legal authority to distribute documents should the Borough Manager have cause to believe that distribution of such documents would violate any provisions of the law or requirement of confidentiality.

All requests for copies of documents shall be processed in the order in which received and shall be accomodated within a reasonable time period from the date of request.

NAME _____

ADDRESS _____

PHONE # _____

PLEASE SPECIFY THE RECORD(S) OR DOCUMENT(S) YOU ARE REQUESTING

PLEASE SPECIFY REASON(S) YOU ARE REQUESTING DOCUMENTS

OFFICIAL USE ONLY

DATE OF REQUEST _____

REQUEST APPROVED _____ REQUEST DENIED _____

APPROVED/DENIED BY: _____ DATE _____