

York Area United Fire and Rescue  
50 Commons Drive  
York, PA 17402  
Office-717-718-2383  
Fax-717-718-0837  
www.yaufr.com

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY:            E-MAIL            U.S. MAIL            FAX            IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): \_\_\_\_\_

NAME OF REQUESTER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY/ZIP (Required): \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_ EMAIL (optional): \_\_\_\_\_

**RECORDS REQUESTED:** *\*Provide as much specific detail as possible so the agency can identify the information.  
Please use additional sheets if necessary*

DO YOU WANT COPIES? YES      NO

DO YOU WANT TO INSPECT THE RECORDS? YES      NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES      NO

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

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**FOR AGENCY USE ONLY**

RIGHT TO KNOW OFFICER:      Lisa Einsig, Administrative Director  
   lisa.einsig@yaufr.com

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)  
Questions: Please contact the Office of Open Records at (717) 346-9903 or openrecords@state.pa.us*