



**Columbia County Conservation District**

702 Sawmill Road, Suite 204 – Bloomsburg, Pennsylvania 17815 – Phone (570) 784-1310 – Fax (570) 784-3247

**“RIGHT-TO-KNOW LAW” REQUEST FORM**

DATE OF INITIAL REQUEST: \_\_\_\_\_

NAME: (print clearly) \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

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

PHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

DESCRIPTION OF INFORMATION REQUESTED (be specific) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I Certify that I am the person listed above, that I will not remove from the office any original information contained in the document or file reviewed and that I understand the photocopy policy and rates and other public review procedures.*

\_\_\_\_\_  
(Signature of person requesting information)

\_\_\_\_\_  
(Date Completed)

**REQUEST DENIED**

\_\_\_\_\_ **Reason for denial:** \_\_\_\_\_

(Date Denied)

Note: Requestor can appeal a denial within 15 business days by letter to CCCD

**REQUEST APPROVED**

Requestor Category: \_\_\_ Commerical \_\_\_ Educational \_\_\_ Cooperating Agency \_\_\_ Other

\_\_\_\_\_  
(Signature of District Manager)

\_\_\_\_\_  
(Date Approved)

Date of Information Access: \_\_\_\_\_

FEES COLLECTED \_\_\_\_\_

**Note: Columbia County Conservation District will respond within 5 days of completion of this request. If approved, the district will contact you to set up an appointment to review the requested records.**