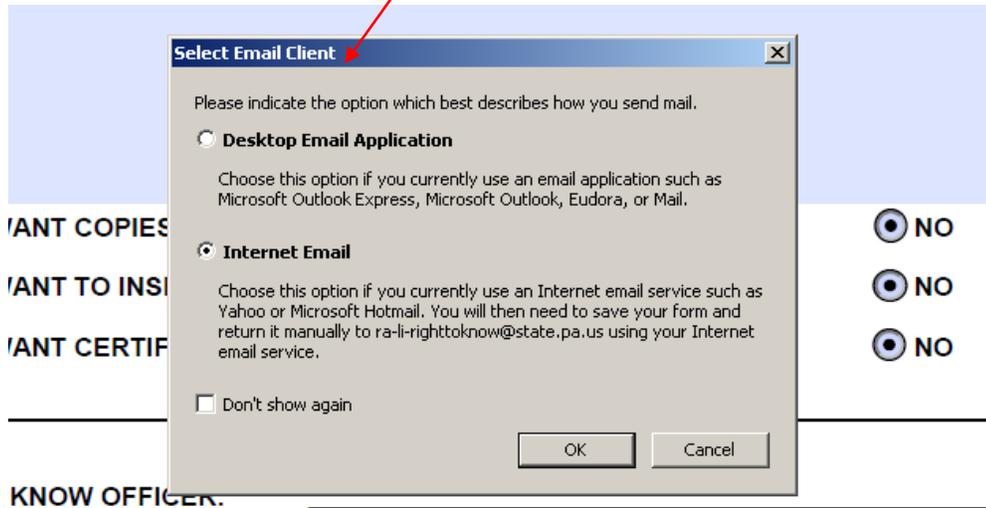


After completing the Form, a user will click on the “Send Form” button. A message will pop up asking the user to Select his/her Email Client.



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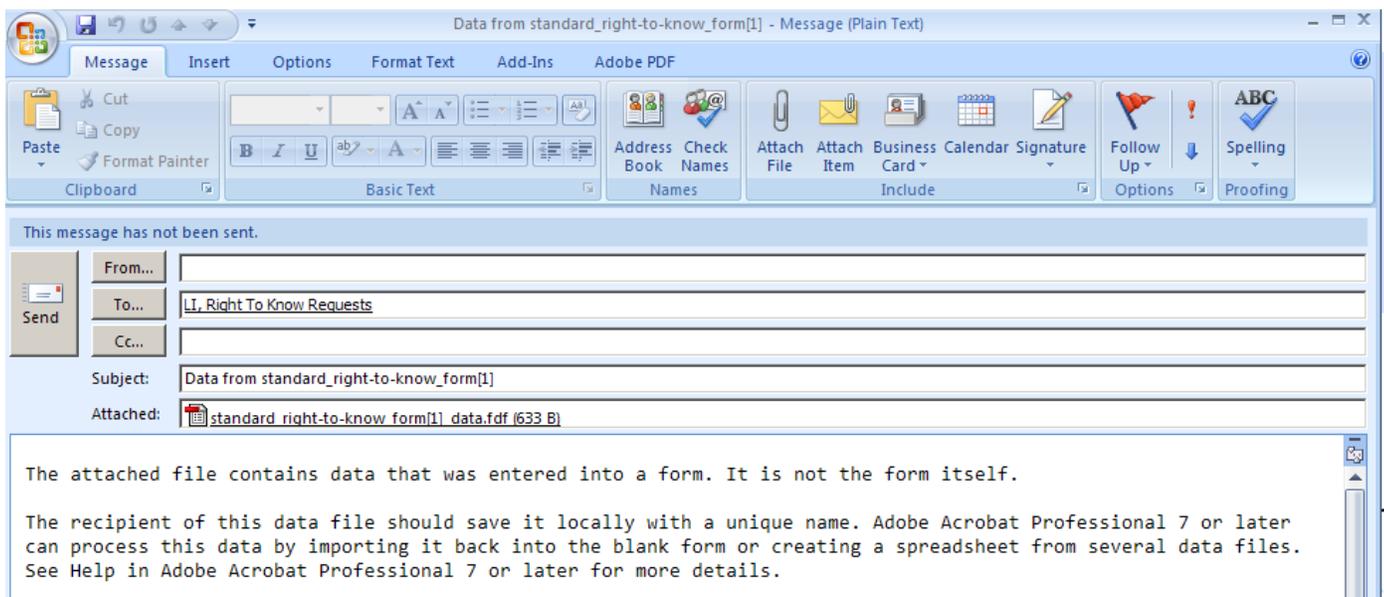
RECEIVED BY THE AGENCY: _____

RESPONSE DUE (5)-DAY: _____

requestors may fill anonymous verbal or written requests if the requestor wishes to pursue the request. If the request is provided for in this Act, the request must be in writing (Section 702). Written requests must include an explanation why information is sought or the intended use of the information if required by law (Section 703).

Send Form

If the user clicks on “Desktop Email Application” (indicating he/she uses an email application such as Outlook), the user receives the following message (which gives them the opportunity to review/send):



If, however, the user clicks on “Internet Email,” the experience is different. They will not receive the above message but the one below. They will then have to save the form and manually return to the RTK resource account using their Internet Email service (e.g., Yahoo, Hotmail, etc.).

Window Help

Sign Forms Multimedia Comment

100% Find

Use Distribute Form in the Forms menu to send it to your recipients.

RECORDS REQUESTED:
** Provide as much specific detail as possible so the agency can identify the information.*

The

Send PDF Data As

Save in: WCAIS IKTP

My Recent Documents

Desktop

My Computer

My Network Places

File name: standard_right-to-know_form(1).fdf

Save as type: Acrobat FDF Files (*.fdf)

Save Cancel

AGENCY FIVE (5)-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).*

Send Form