



pennsylvania

OFFICE OF OPEN RECORDS

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

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100? 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 ****

FOR AGENCY USE ONLY

OPEN-RECORDS OFFICER:

I have provided notice to appropriate third parties and given them an opportunity to object to this request

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.)*

This is a request for any and all emails, faxes, documents, records, bulletins, or directives, electronic or hard copy, relating to ATF's guidance to Chief Law Enforcement Officers ("CLEOs") in relation to what the CLEO is required to do with forms it receives as a result of the CLEO Notification for an application to make (Form 1)¹ or transfer (Form 4)² an NFA Firearm spanning from January 1, 2016 until August 2, 2016.

This is also a request for any and all emails, faxes, documents, records, bulletins or directives, electronic or hard copy, relating to ATF's guidance to CLEOs in relation to what CLEOs must do with the forms it received that the Delaware County Sheriff's Department has issued to its employees in relation to any policies and/or procedures it has set in place with regard to these documents spanning from January 1, 2016 until August 2, 2016.

This is also a request for any and all copies of CLEO Notifications which have been received by the Delaware County Sheriff's Department since July 12, 2016.

¹ Available at: <https://www.atf.gov/file/11281/download>

² Available at: <https://www.atf.gov/firearms/docs/form/form-4-application-tax-paid-transfer-and-registration-firearm-atf-form-53204/download>