



pennsylvania
OFFICE OF OPEN RECORDS

RIGHT-TO-KNOW TRAINING REQUEST FORM

TODAY'S DATE: _____

REQUESTING ORGANIZATION/AGENCY POINT OF CONTACT:

Name of Requesting Organization/Agency	
Name of Contact Person	
Phone Number	
Fax Number	
E-mail Address	
Mailing Address	

INFORMATION ABOUT THE REQUESTED TRAINING:

Date of Requested Training: (NOTE: The OOR requires at least 30 days advance notice to conduct a training)	
Proposed location of Training: Please include street address, city, state, and zip code)	
Number of Anticipated Attendees: (NOTE: Training sessions with less than 15 anticipated attendees may be rescheduled as a regional training at another location)	
Additional Comments:	<input type="checkbox"/> Initial training <input type="checkbox"/> Re-training

Please submit your form to George Spiess, Chief of Outreach and Training, at RA-DCOORTraining@pa.gov or via fax at (717) 425-5343 ATTN: George Spiess.

If you have any questions, please call (717) 346-9903.