



Standard Right-to-Know Law Request Form

*Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.*

SUBMITTED TO AGENCY NAME: Adams Township PD (Attn: AORO)

Date Request Submitted: 4/13/26 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Full Name: Christopher M Lobo

Company (if applicable): _____

Please send response via: ☒ Email ☐ U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: REDACTED

Mailing Address: REDACTED

City: REDACTED State: ^{REDACTED}_D Zip: REDACTED Telephone: REDACTED

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☒ Email ☐ U.S. Mail

■ By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.

RECORDS REQUESTED: *Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.*

SEE ADDITIONAL PAGES

*Form continues on page 2. Retain a copy of **both** pages.*

RECORDS REQUESTED (continued):

SEE ADDITIONAL PAGES

DO YOU WANT COPIES? ☐ Yes, printed ☒ Yes, electronic ☐ No, in-person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the [Official RTKL Fee Schedule](#) for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than ☒ \$100 (or) ☐ \$_____.

Do you want [certified copies](#)? ☐ Yes (may be subject to additional costs) ☐ No

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$_____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

Retain a copy of both pages of this Form.

Pursuant to the Pennsylvania Right-to-Know Law, I request access to the following records maintained by the Adams Township Police Department:

1. Any incident reports, calls for service, or other records between January 1, 2025 and present pertaining to on-street parking, traffic flow, or roadway conditions within Amherst Village or on Blackrock Road.
2. Any complaints, reports, or communications from residents or other individuals between January 1, 2025 and present pertaining to on-street parking, traffic, or roadway access within Amherst Village or on Blackrock Road.
3. Any records reflecting traffic-related incidents, obstructions, or safety concerns involving school buses within Amherst Village or on Blackrock Road between January 1, 2025 and present.
4. Any records reflecting coordination or communication between the Adams Township Police Department and the Mars Area School District between January 1, 2025 and present pertaining to parking, traffic, or school transportation within Amherst Village or on Blackrock Road.
5. Any policies, guidelines, or internal memoranda used by the Adams Township Police Department in evaluating, responding to, or enforcing issues related to on-street parking or traffic conditions within residential developments.

Please include metadata for all electronic records (date, time, and parties involved, where applicable).

Please provide all records in electronic format. To the extent possible, please provide records in chronological order.

If no responsive records exist for any item, please state that no records exist after a good-faith search of the records maintained by your office.

Please treat each item in this request as a separate and independent request. The inability to fulfill any individual item should not be construed as a basis for denying the request in its entirety.

If any portion of this request is denied, please provide the specific legal basis for the denial. If fees are expected to exceed \$100, please notify me in advance.