



Environmental Protection by  
Caring Professionals

# Valley Forge Sewer Authority

333 Pawling Road  
Phoenixville, Pennsylvania 19460

610-935-1553

Fax 610-983-9684

## Valley Forge Sewer Authority

### Standard Right-to-Know Request Form

#### MUNICIPALITIES

Charlestown  
Easttown  
East Pikeland  
East Whiteland  
Malvern  
Schuylkill  
Tredyffrin  
Willistown

**Date Requested:** \_\_\_\_\_

Request Submitted by: Email\_\_\_ US Mail\_\_\_ FAX\_\_\_ In-person\_\_\_

Name of Requestor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip + County (Required): \_\_\_\_\_

Telephone (optional): \_\_\_\_\_

Records requested:

\*Please provide as much specific detail as possible so we can identify the information.

Do you want copies? YES\_\_\_ NO\_\_\_

Do you want to inspect the records? YES\_\_\_ NO\_\_\_

Do you want certified copies of records? YES\_\_\_ NO\_\_\_

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This section for agency completion

RIGHT TO KNOW OFFICER: Deborah A. Bingham

DATE RECEIVED BY AGENCY:

RESPONSE DUE (5 business days from date of receipt):

\*\*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).

**Valley Forge Sewer Authority**, 333 Pawling Road, Phoenixville, PA 19460; phone: 610-935-1553; fax: 610-983-9684; email: bingham@vfa.com.