

Milesburg Borough Water Authority  
P. O. Box 282 - 416 Front Street  
Milesburg, PA 16853  
Phone – (814) 355-4262  
Fax – (814) 355-1895  
Open Records Officer: Paula J. Hall

**REQUEST FORM FOR PUBLIC RECORDS**

Date of Request: \_\_\_\_\_

Requestor's name: \_\_\_\_\_  
(printed)

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

City, State, County: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Specific description of records requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach additional pages if necessary)

Do you wish to inspect records on-site?  Yes  No Do you want copies?  Yes  No

Do you want certified copies of records?  Yes  No

Do you want copies mailed to you?  Yes  No Do you wish to pick-up copies?  Yes  No

\_\_\_\_\_  
Signature of Requestor

---

Water Authority use only:

1) Date request received: \_\_\_\_\_

2) Submitted by:  Email  U.S. Mail  Fax  In-person

3) Water Authority (5) day response due: \_\_\_\_\_