

## APPENDIX 2

### REQUEST SUBMISSIONS

The district's Right-to-Know Law request form is available at the district's web site at [www.raiderweb.org](http://www.raiderweb.org).

Right-to-Know Law record requests may be submitted using any of the following delivery methods:

1. In person – At the district administrative offices located at 55 West Water Street, Middletown, PA 17057 on any business day during regular business hours.
2. By regular mail – Sent to the attention of the Open Records Officer at the district administrative offices located at 55 West Water Street, Middletown, PA 17057.
3. By facsimile – Sent to the attention of the Open Records Officer at the following facsimile number: 717-948-3329. A written request sent via facsimile will not be considered submitted until a complete, accessible, and legible copy of the facsimile is received by the Open Records Officer.
4. By e-mail – Sent to the attention of the Open Records Officer at [openrecords@raiderweb.org](mailto:openrecords@raiderweb.org). An e-mail will not be considered submitted until a complete, accessible, and legible copy of the e-mail is received by the Open Records Officer.