



pennsylvania
OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR : _____

STREET ADDRESS : _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information.*

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

***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.)*

Instructions PICK-UP FAX MAIL DISK E-MAIL

For Office Use Only:

Copies _____ Postage _____ Disk _____ Fax _____

Total Cost _____

Date Request Fulfilled _____ Initials of Open Records Officer _____

Date Information Picked Up _____ Faxed _____ Mailed _____

UPPER HANOVER TOWNSHIP RESOLUTION #2009-03

Right-To-Know Policy and Appointment of Open Records Officer

Open Record Officer

The township hereby designates Stanley W. Seitzinger, Jr., Township Manager as the township Open Records Officer.

The Open Records Officer may be reached at:

1704 Pillsbury Road
P.O. Box 27
East Greenville, PA 18041
215-679-4401
Fax 215-679-3585
sseitzinger@comcast.net

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours (8:00 a.m. to 4:00 p.m.) with the exception of weekends and holidays.

Requests

Requests shall be made in writing to the township Open Records Officer on a form provided by the township. (See attached form)

Fees

Paper copies shall be 25 cents per page per side. The certification of a record is \$1 per record. Specialized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. The township shall require prepayment if the total fees are estimated to exceed \$100.

Response

The township shall make a good-faith effort to provide the requested public record(s) as promptly as possible. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original township documents while taking reasonable measure to protect township documents of theft, damage, and/or modification.

The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer shall respond to such requests in writing consistent with Act 3 of 2008, the Right-to-Know Law.

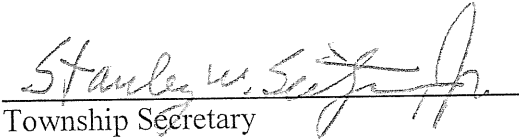
Contact Information for Appeals

If a written request is denied or deemed denied, the requester may file an appeal in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building 400 North Street, Plaza Level Harrisburg, PA 17120-0225.

Appeals Process

The appeal shall be filed within 15 business days of the mailing date of the township's response or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts the records is a public record and shall address any grounds stated by the township for delaying or denying the request.

RESOLVED AND ENACTED this 5th day of January 2009 by The Upper Hanover Township Board of Supervisors.


Township Secretary


Chairman