Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: ________________________________ (Attn: A0RO)

Date of Request: __________________________ Submitted via: □ Email □ U.S. Mail □ Fax □ In Person

PERSON MAKING REQUEST:

Name: __________________________ Company (if applicable):

Mailing Address:

City: __________________________ State: _____ Zip: _________ Email: __________________________

Telephone: _________________________ Fax: __________________________

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

RECORDS REQUESTED: Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.

________________________________________

________________________________________

________________________________________

________________________________________

DO YOU WANT COPIES? □ Yes, electronic copies preferred if available

□ Yes, printed copies preferred

□ No, in-person inspection of records preferred (may request copies later)

Do you want certified copies? □ Yes (may be subject to additional costs) □ No

RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details. Please notify me if fees associated with this request will be more than □ $100 (or) □ $__________.

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.

NOTE: In most cases, a completed RTKL request form is a public record.

More information about the RTKL is available at https://www.openrecords.pa.gov

Form updated Nov. 27, 2018
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 requestor 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 requestor 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 5\textsuperscript{th} day of January 2009 by The Upper Hanover Township Board of Supervisors.

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Stanley W. Swatky \hspace{1cm} Richard C. Fair \hspace{1cm} \\
Township Secretary \hspace{4cm} Chairman \\
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