



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.)*

RECORD REQUEST POLICY

GENERAL

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours (730 am - 4:30 pm) except weekends and recognized holidays.

REQUESTS

Requests for records shall be in writing on a form provided by the Upper Macungie Township. All requests shall be directed to the Township's Secretary at 8330 Schantz Road, Breinigsville, PA 18031. The request shall include the requester's name, address, and other relevant information including a concise description of all records being requested and the reason for request.

FEEES

Paper copies shall be \$0.25 per side for 8.5 x 11, \$0.50 for 8.5 x 14 and \$1.00 for 11 x 17 per side. Faxes shall be charged \$0.25 per side transmitted. Scanned and electronically transmitted copies shall be charged \$1.00 per side scanned. If a disk is requested, a disk shall be provided only by the municipality at the cost of \$2.00 per disk - a new disk is required for each request. True and Correct Certifications with the municipal seal are available for a \$5.00 fee. Prepayment by a requester is required if fees are estimated to exceed \$100.00.

RESPONSE BY (*County, City, Town, Borough, Township*)

The Upper Macungie Township will make a good faith effort to determine if the record requested is a public record and will respond promptly, circumstances permitting. A response will be provided within five (5) business days of a request in accordance with the provisions of Act 100 of 2002. Every effort shall be made to provide a written response within the designated five (5) business days, including the decision that a request is denied. If no response is provided within the prescribed time limit, a request shall be deemed denied.

APPEALS

Upon any action of denial, a requester may file exceptions with the Township Secretary denying access to records. The requester must file exceptions within 15 days of the mailing date of the agency's response or within 15 days of a deemed denial. A Final Determination hearing shall be conducted within 30 of the agency's written denial.