

## Newtown Township Right to Know Request Form

All Open Records Request made to the Township shall be treated in accordance to the requirements of the Pennsylvania Open Records Act, amended in 2008 and effective January 2009. Request must be made to Newtown Township's Open Records Officer. Copies of Newtown Township's Resolution for Open Records Act, implemented in January 2009, and the process for appeal if request is denied are available online and at the Township office. In order to properly process your request please complete the requested information below.

Date of request: \_\_\_\_\_

Request submitted by:  Email  US Mail  Fax  In-person

Request submitted to:  Administration  Police

Name of Requester: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Records Requested: *(Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary)*

Do you want hard copies?  Yes  No

Do you want copies sent electronically?  Yes  No

Do you want certified copies of the records:  Yes  No

Do you want to inspect the records?  Yes  No

Do you want to be notified in advance if the cost exceeds \$100?  Yes  No

\*Copies are billed at the current rate as indicated on the Township Fee Schedule or at cost if the Township has to send documents out to be copied.

\*\*Please note: RETAIN A COPY of this request for your files.

\*\*\*It is a required document if you would need to file an appeal

Requestor's Signature: \_\_\_\_\_

***By signing this document you acknowledge that the policies of the PA Open Records Act and the Appeals process have been made available to you and you have read them.***

Date received: \_\_\_\_\_

Referred to: \_\_\_\_\_

Five day expiration date: \_\_\_\_\_

30 day extension date: \_\_\_\_\_

Is there a need for an extension: \_\_\_ Yes \_\_\_ No

\_\_\_\_ I HAVE PROVIDED NOTICE TO APPROPRIATE THIRD PARTIES AND GIVEN THEM AN OPPORTUNITY TO OBJECT TO THE REQUEST

**REASON FOR EXTENSION:**

\_\_\_ STAFFING LIMITATIONS

\_\_\_ LEGAL REVIEW

\_\_\_ REDACTION

\_\_\_ REMOTE LOCATION

\_\_\_ REQUESTOR HAS NOT COMPLIED WITH POLICIES/FEES

Request Approved: \_\_\_\_\_ Request Denied: \_\_\_\_\_

**REASON FOR DENIAL:**

\_\_\_ NO SUCH DOCUMENT

\_\_\_ NOT OPEN RECORD

\_\_\_ REQUESTOR HAS NOT COMPLIED WITH POLICIES/FEES

\_\_\_ OTHER \_\_\_\_\_

Open Records Officer's Signature: \_\_\_\_\_

Date of Response (attach copy of response): \_\_\_\_\_

Date of Appeal: \_\_\_\_\_

Copying Fees: Number of Pages: \_\_\_\_\_ x .25 = \$ \_\_\_\_\_

Other Fees: \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_