

# STRABAN TOWNSHIP RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: \_\_\_\_\_

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

NAME OF REQUESTER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

RECORDS REQUESTED:

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

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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

Copies \_\_\_\_\_  
(.25¢ per page)

Postage \_\_\_\_\_  
(actual cost)

Fax \_\_\_\_\_  
(.25¢ per page)

TOTAL COST: \_\_\_\_\_

DATE REQUEST FULFILLED: \_\_\_\_\_ (must be within 5 days of request)

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. (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.)*

**Twp. Open Records Officer:**

**Jean A. Hawbaker**

**1745 Granite Station Road**

**Gettysburg, PA 17325**

**Phone# 717-334-4833**

**Fax# 717-334-0061**

**Website: [www.strabantownship.com](http://www.strabantownship.com)**

**Email: [office@strabantownship.com](mailto:office@strabantownship.com)**

**If your request is denied you may contact:**

**Office of Open Records**

**Commonwealth Keystone Building**

**400 North Street, 4<sup>th</sup> Floor**

**Harrisburg, PA 17120-0225**

**Phone: (717) 346-9903**

**Website: [openrecords.state.pa.us](http://openrecords.state.pa.us)**

**Email: [openrecords@state.pa.us](mailto:openrecords@state.pa.us)**

# **STRABAN TOWNSHIP RIGHT-TO-KNOW POLICY**

## **Open Records Officer**

The township hereby designates Jean A. Hawbaker as the township Open Records Officer.

The Open Records Officer may be reached at:  
1745 Granite Station Road, Gettysburg, PA 17325.  
Phone# 717-334-4833  
Fax# 717-334-0061  
Email – [office@strabantownship.com](mailto:office@strabantownship.com)

## **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 3:00 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¢ per page per side. The certification of a record is \$1.00 per record. Specialized documents including, but not limited to blue prints, color copies and non-standard sized 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 from the possibility 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.

If access to a record is denied, the response shall include a reason for denial as stipulated in Act 3 of 2009, 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, 4<sup>th</sup> Floor, 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 are a public and shall address any grounds stated by the township for delaying or denying the request.