

HANOVER TOWNSHIP
RIGHT TO KNOW/OPEN RECORDS REQUESTS POLICY

Right to Know (RTK) requests are handled by the Open Records Officer for Hanover Township.

Procedure for Submitting RTK Requests

Requests may be submitted in person, by mail, by fax or by email; however, it is *recommended that requests be submitted via email* to ensure timely receipt and response.

E-mail: Sgusto@hanovertownship.org

Fax: (570) 825-1242

U.S. Mail: Hanover Township
Right to Know Office
1267 Sans Souci Parkway
Hanover Twp., PA 18706

Requests **must** be submitted using the standard statewide form provided by Hanover Township. (see form below or use following web address)
(<https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf>).

Any request not submitted using the standard statewide form will be considered an informal request and not subject to the RTKL.

Verbal or anonymous requests will not be accepted. Each request must include (1) the name and address of the person making the request and (2) identify or describe the records sought with sufficient specificity to ascertain which records are being requested.

Fees for RTK Requests

Please note that there may be fees associated with providing requested records. Records will not be provided until applicable fees have been paid. Fee amounts are set in accordance with the standard fee schedule established by the Office of Open Records (<https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm>).



Pennsylvania
Office of Open Records

Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date Request Submitted: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Full Name: _____

Company (if applicable): _____

Please send response via: Email U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

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

By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.

RECORDS REQUESTED: Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.

Form continues on page 2. Retain a copy of both pages.

RECORDS REQUESTED (continued):

DO YOU WANT COPIES? Yes, printed Yes, electronic No, in-person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the Official RTKL Fee Schedule for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than **\$100 (or)** **\$_____.**

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

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.

Retain a copy of both pages of this Form.