



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: AORO)

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

WARRINGTON TOWNSHIP
OPEN RECORDS POLICY

Requests

Public record will be available for inspection and copying at the Township Building during normal hours, Monday through Friday, 8:30 am to 4:30 pm with the exception of holidays.

Requests shall be in writing and directed to The Right To Know Officer at the Municipal Building, 852 Easton Road, Warrington, PA 18976. Written requests shall be on a form provided by the Township and shall include the date of the request, the name and address of the requester, and a clear description of the records sought or the request made via email: righttoknow@warringtontownship.org.

Fees

Paper copies will be .25 per page per side. If mailing is requested, the cost of postage will be charged. If a disk is requested, it will be provided by the Township at a cost of \$10.00 per disk. A new disk will be necessary each time records are provided. Fax copies will be available at the cost of .25 per page. If "True and Correct Certification" is requested, an additional charge of \$2.00 will be added. Photocopies of Plans/Drawings are \$6.00 per sheet. The Township will require prepayment if the total fees are estimated to exceed \$100.00.

Response

The Township will make a good faith effort to provide the requested public records as promptly as feasible. Township employees shall cooperate with those requesting to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft and/or modification.

The Township shall review all written requests for access to public records. As soon as possible, but no later than five (5) business days after receiving a written request to access public records, the Township shall respond to all such requests in a matter consistent with Act 100 of the 2002, the Open Records Law.

Appeals Process

If a written request is denied or deemed denied, the requester may file an appeal with the Office of Open Records within fifteen (15) business days of the mailing date of this letter. Your appeal must state the grounds upon which the requester asserts that the record is a public record and shall address the agency's grounds for denying the request. The address is: Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120.