



FAIRVIEW TOWNSHIP, YORK COUNTY, PENNSYLVANIA

599 Lewisberry Road, New Cumberland PA 17070
Telephone 717.901.5261 Fax: 717.901.5233

REQUEST FOR EXAMINATION, INSPECTION AND/OR COPYING OF PUBLIC RECORDS PURSUANT TO THE RIGHT-TO-KNOW LAW, ACT 3 OF 2008.

Please review the Open Records Policy on the back of this form for the examination, inspection and/or copying of public records and complete the information on this form.

Name: _____

Address: _____

Telephone No.: _____

Specifically identify the documents you wish to examine or copy:

Do you want copies of the documents you are requesting? (Circle one) Yes No

Instructions: (Circle one) Pick-Up Mail Examine in Office

Signature of Requesting Party:

Dated: _____

For Office Use Only

Received by RTK Officer
(Date Stamp)

Copies _____ Postage _____ Other _____

Date Request Completed _____ By _____ (Staff Initials)

Date Information: Notified: _____ Picked Up _____ Mailed _____

Total Cost: \$ _____

FAIRVIEW TOWNSHIP OPEN RECORDS POLICY PURSUANT TO ACT 3 OF 2008

Requests for Public Records

Requests for public records shall be in writing and directed to the Right-To-Know Officer of the Township at the Fairview Township Municipal Building, 599 Lewisberry Road, New Cumberland, PA 17070-2399. 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 and specific description of the public records sought.

When you have been notified that your request has been completed, the requested records will be available for inspection or pick-up at the Fairview Township Municipal Building, located at 599 Lewisberry Road, New Cumberland, PA 17070, during the normal business hours, Monday through Friday, 8:00 a.m. to 4:30 p.m., with the exception of holidays.

Fees

Copies of documents will be 25¢ per page (8½ x 11) per side. Copies of oversized documents, such as plats or plans, shall be the actual cost of having the photocopies made by an outside vendor. If you request the copies of the documents be mailed to you, the actual cost of mailing will be charged.

The Township requires that all charges in connection with your request be paid in full before any copies will be mailed or released.

Response to Requests for Public Records

It is the policy of the Township to respond to requests for examination, inspection and copying of public records within five (5) business days of receipt of the request in a manner consistent with Act 3 of 2008, the Right-To-Know Law. A request is deemed to be received when a completed request for a public record, duly signed and dated, is presented to the Right-To-Know Officer of the Township, together with any payment required to be paid in advance.

Appeals Process

If a written request for inspecting or duplicating public records is denied or deemed denied, you may file an appeal with the Pennsylvania Office of Open Records within fifteen (15) business days of the mailing date of the Township's denial or deemed denial. The appeal shall state grounds upon which you assert that the record is a public record and shall address any grounds stated by the Township for delaying or denying the request.

For forms and instructions on filing an appeal, contact:

Terry Mutchler, Executive Director
Office of Open Records
Commonwealth Keystone Building
400 North Street – Plaza Level
Harrisburg PA 17120-0225
Fax: 717-425-4543
Email: openrecords@state.pa.us