

Monaghan Township
202 S. York Road
Dillsburg, PA 17019

Phone: 717-697-2132
Fax: 717-795-0604

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

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

NAME OF REQUESTOR : _____

STREET ADDRESS : _____

City/state/county (required) _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

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

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

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE TOWNSHIP:

TOWNSHIP FIVE (5)-DAY RESPONSE DUE:

If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (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.)

Pennsylvania's Right to Know Law also requires the township to provide contact information for the state Office of Open Records as follows:

Mailing Address: Commonwealth of Pennsylvania
 Office of Open Records
 Commonwealth Keystone Building
 400 North Street, 4th Floor
 Harrisburg, PA 17120-0225

Phone: 717-346-9903
Fax: 717-425-5343