



# SKIPPACK TOWNSHIP

4089 Heckler Road • P.O. Box 164  
Skippack, PA 19474  
PHONE: 610-454-0909 • FAX: 610-454-1385  
www.skippacktownship.org

## RECORD REQUEST FORM

**Open Records Officer:** Alice Eastmure  
**Email:** aeastmure@skippacktownship.org

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Description of Records (*For more space, use additional pages*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructions:      Pick up      Fax      Mail      Disk      Email

\_\_\_\_\_  
Signature (*When request is submitted*)

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### For Office Use Only:

ORO's Approval: \_\_\_\_\_ # of Copies: \_\_\_\_\_ Postage: \_\_\_\_\_  
Postage: \_\_\_\_\_ Disk: \_\_\_\_\_ Total Cost: \_\_\_\_\_

Date Request Fulfilled: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Picked Up: \_\_\_\_\_ Faxed: \_\_\_\_\_ Emailed: \_\_\_\_\_



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## Open Records Policy

### **Requests**

Public records will be available for inspection and copying at the Skippack Township Municipal Building during normal business hours, Monday through Friday, 8:00 AM to 4:30 PM, with the exception of holidays.

Requests shall be in writing and directed to the Open Records Officer at the above-listed address. Written requests shall be on a form provided by the Township or the Pennsylvania Office of Open Records and shall include the following: the date of the request; the name, address, telephone number, and email address of the requestor; and a clear description of the records sought.

### **Fees**

Paper copies will be \$0.25 per page per side for 8 1/2" x 11" paper; \$0.50 per page per side for 11" x 17"; and \$2.00 per page per side for larger format paper. If mailing is requested, the cost of postage will be charged. If a disk is requested, the Township at the cost of \$2.00 per disk will provide it. A new disk will be necessary each time records are provided. Fax copies, ten (10) pages maximum, will be available at no cost. If a "True and Correct Certification" is requested, an additional charge of \$2.00 will be added. 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 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 Township Secretary shall respond to all such requests in a manner consistent with Act 100 of 2002, the Open Records Law.

### **Appeals Process**

If a written request is denied, in whole or in part, or deemed denied, the requestor may file an appeal with the Pennsylvania Office of Open Records within 15 business days of the mailing date of the Township's denial or deemed denial of the request. The appeal must be in writing; must state the grounds upon which the requestor asserts that the requested records is a public record; must address any grounds stated by the Township for denying the request; and must include a copy of the request and the Township's response, if any. The appeal shall be sent to the following address:

Executive Director  
Office of Open Records  
333 Market Street, 16<sup>th</sup> Floor  
Harrisburg, PA 17101-2234