



RIGHT-TO-KNOW REQUEST FORM

http://openrecords.state.pa.us/portal/server.pt/community/open_records/4434/right-to-know_law/466460

TO: Conewago Township (Adams Co.)
541 Oxford Avenue, Hanover, PA 17331

ATTN: Open Records Officer
of Conewago Township

TWP TELE: 717.637.0411
TWP FAX: 717.637.6826

DATE REQUESTED (PLEASE PRINT OR TYPE): _____

REQUEST SUBMITTED BY (PLEASE CIRCLE): MAIL FAX IN-PERSON

NAME OF REQUESTOR (PLEASE PRINT OR TYPE): _____

STREET ADDRESS (PLEASE PRINT OR TYPE): _____

CITY, STATE, ZIP/COUNTY (PLEASE PRINT OR TYPE): _____

TELE: _____ FAX: _____

E-MAIL: _____

DO YOU WANT THE RESPONSE TO THE RECORDS REQUEST (PLEASE CIRCLE): MAIL FAX IN-PERSON

DO YOU WANT TO INSPECT THE RECORDS (PLEASE CIRCLE): YES NO

DO YOU WANT CERTIFIED/ATTESTED COPIES OF RECORDS (PLEASE CIRCLE): YES NO

RECORDS REQUESTED: *Provide as much specific detail as possible so the Township can identify the information. Please use additional sheets of paper if necessary.

FOR CONEWAGO TOWNSHIP OFFICIAL USE ONLY...

Right-To-Know Officer: _____ Date Received by Twp.: _____ 5 business day Response Due: _____

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****

**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

**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)