

Polk Township



Right-To-Know Request Form

Date Requested: _____

Request Submitted by (please circle): E-Mail U.S. Mail Fax In-Person

Name of Requestor: _____

Home Address:

Street _____

City/State/Zip _____

Phone Number: (Day) _____ (Night) _____

Email Address: _____

Description of Record Requested:

(*Please provide as much specific detail as possible so the record can be identified.)

Way(s) I prefer to receive requested information (check as many that apply):

- Review record(s) in person – No fee
- Paper copy – 25¢ per single-sided page
- Need certification of record – \$1 additional charge
- Other (please specify below):

For further pricing information, please check the **Fee schedule on back or refer to the Township Policy.

**Please return this form to the Open Records Officer – see back of page for details.

Requestor Certification: I hereby certify by my signature below that I am the person named above, that I am a legal resident of the United States, and that the personal information contained herein is true and correct to the best of my knowledge. I recognize that all fees due must be paid before the requested information is released. In addition, I assume financial responsibility for and will pay for any copying, retrieval, and certification fees associated with this request.

Signature of Requestor: _____

Official Township Use

Right to Know Officer: Diane Davis, Open Records Officer (contact info. on back)

Date Received by Polk Township: _____

Agency Five (5)-Day Response Due: _____

Date Released/Denied to Requestor: _____ Amount Due: \$ _____

Right-to-Know Fee Schedule

The following fees shall be due and be paid by any person or entity for access to Public Records:

- No fees for viewing Public Records that the Township determines are on-site and readily available during normal business hours.
- Postage fee (actual) on any mailing made in response to a request.
- \$1.00 fee if a certification is being requested of the records being produced.
- Paper copies – 25¢ per single-sided page.
- Facsimile/Microfiche/CD/Other Media – Actual Cost.
- Specialized Documents (for example, but not limited to, blueprints, color copies, plotter documents) – Actual Cost.
- If a request is made for a copy of any Public Record that cannot be reasonably duplicated on the facilities available at the offices of the Township, either due to the physical size or shape of the record or to the volume of the records being requested, the Township shall have the requested records duplicated at a commercial copying service or similar location, and the person or entity requesting the record shall be responsible for the amount charged by such outside source.
- Payment is due at the time of delivery of the copies if the costs are expected not to exceed \$100. If the Township expects that the fees of the copies being requested will exceed \$100, then the Township shall notify the Requester that the copies will not be made until the cost of the copies, as estimated by the Township is paid in advance. Either a supplemental bill or a refund shall be made if actual copying fees are different than the Township's estimate.

Polk Township Open Records Officer

Please submit this form via email, fax, or in person as follows:

Diane Davis
Open Records Officer
Polk Township
11382 Richardsville Rd.
Brookville, PA 15825
diane.davis@polktwp.com
(p) (814) 328-2970
(f) (814) 328-2970