



Right-to-Know Law (RTKL) Record Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMIT TO: Honey Brook Township
500 Suplee Road, P O Box 1281, Honey Brook, PA 19344

Date of Request: _____

Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

DO YOU WANT COPIES? Yes, electronic copies preferred if available
 Yes, printed copies preferred
 No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? Yes (*may be subject to additional costs*) No

RTKL requests may require payment or prepayment of fees. Current year Fee Schedule available on the Honey Brook Township website. See the Township Fee Schedule for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

-----**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**-----

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$_____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

Right-to-Know Law

Pennsylvania's Right-to-Know or Open Records Law serves as a method for citizens, agencies, public officials and members of the media to obtain access to public records. The law does not require the Township to answer questions or create new documents or reports.

When you complete the PA or the Township Record Request form, make sure that you identify the wanted record(s) as specifically as you can, so that the Township can locate them and determine whether they are public records.

Requests shall be submitted to The Township's Open Records Officer Kristy J. Deischer-Eddy in person, by fax, mail or email to:

Kristy Deischer-Eddy
Honey Brook Township
500 Suplee Road
P.O. Box 1281
Honey Brook, PA 19344
(610) 273-3970 phone
(610) 273-3909 FAX
kdeischereddy@honeybrooktp.org

Fees: Honey Brook Township charges fees for copies of records and also when copies must be produced to redact certain information as required by law. Fees are \$0.25 per 8.5×11 or 8.5×14 black & white page, \$0.50 for 8.5×11 color or 11×17 black & white page and the actual per-page cost for non-standard sizes (blueprints, e.g.).

Appeals: If you submit a Right-to-Know request and your request is denied, you may file an appeal with the Office of Open Records. There is no fee, and you do not need an attorney. Appeals must be made in writing and must be submitted to the Office of Open Records within 15 business days from the mailing date of the Township's response or the date that the request was deemed denied. Appeals may be submitted in person or mailed to:

Office of Open Records
333 Market Street, 16th Floor
Harrisburg, PA 17101-2234

Appeals may also be sent via fax to 717-425-5343 or emailed to openrecords@pa.gov