



East Lampeter Township 2250  
Old Philadelphia Pike  
Lancaster, PA 17602

Phone: (717) 393-1567 • Fax: (717-)393-4609

## Standard Right-to-Know Law Request Form

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

**SUBMIT FORM TO OPEN RECORDS OFFICER at [RTK@eltwp.org](mailto:RTK@eltwp.org)**

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. 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. Use additional pages if necessary.

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**DO YOU WANT COPIES?** ☐ Yes, printed copies (default if none are checked)

☐ Yes, electronic copies preferred if available

☐ 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. See the [Official RTKL 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.

NOTE: In most cases, a completed RTKL request form is a public record.

More information about the RTKL is available at <https://www.openrecords.pa.gov>

Form updated 11/14/2024

East Lampeter Township  
Lancaster County, Pennsylvania

Resolution #2024-14

A Resolution Appointing an Open Records Officer, Establishing Policies, Procedures and Fees  
for Requests for Inspection and Duplication of Public Records as required by the Pennsylvania  
Right to Know Law

The purpose of this Resolution is to assure compliance with the Pennsylvania Right to Know Law, to provide access to public records of East Lampeter Township, to preserve the integrity of Township records and to minimize the financial impact to the residents of the Township regarding the resources utilized in the receipt and processing of public record requests and the retrieval and copying of public records.

1. The Board of Supervisors hereby designates the Township Manager as the Open Records Officer for East Lampeter Township. The Open Records Officer may, from time to time, appoint one or more deputies to serve in his or her place and stead in the event of illness, vacation or other absences.
2. The Township Manager may be reached at:  
  
2250 Old Philadelphia Pike, Lancaster, PA 17602  
717-393-1567 (phone)  
717-393-4609 (FAX)  
[www.eastlampetertownship.org](http://www.eastlampetertownship.org)
3. Requests for public records shall be made in writing on a form provided by the Township and shall be submitted to the Township Open Records Officer during established business hours of 8 am to 4 pm with the exception of weekends and Township designated Holidays. Requests submitted outside of these times will be considered to have been received on the next Township business day. Requests submitted on the Pennsylvania Office of Open Records Standard Right-to-Know Request form will also be accepted. Anonymous or verbal requests will not be considered.
4. All documents deemed public records shall be available for inspection, retrieval, and duplication at the Township office during established business hours of 8 am to 4 pm with the exception of weekends and Township designated Holidays.
5. Fees for public record duplication shall be as follows:
  - Office of Open Records Official Fee Schedule in effect as of the date of the request (see attached).
  - The Township shall require prepayment of fees, prior to duplication, if the total fees are estimated to exceed \$100.
  - Duplicated public records shall not be released to the requester until all fees for duplication have been paid to the Township.
6. The Open Records Officer shall make a good-faith effort to provide the requested

public record(s) as promptly as possible and within the Right to Know Law's 5 business day timeframe. If the Open Records Officer cannot do so within five business days, he/she is permitted to exercise a 30-day extension upon notifying the requester. The Open Records Officer shall cooperate with those requesting records to review and / or duplicate original Township documents while taking reasonable measures to protect original documents from the possibility of theft, damage, and / or modification.

7. If the request is denied, the Open Records Officer will send the requester a letter stating 1) a description of the record requested; 2) the specific reasons for the denial, including a citation of supporting legal authority; 3) contact information for the Open Records Officer; 4) the date of the response; and 5) the procedure to appeal the denial.
8. If a written request is denied or deemed denied, the requester may file an appeal in writing to Executive Director, Officer of Open Records, 333 Market St., 16<sup>th</sup> floor, Harrisburg, PA 17101.
9. Appeals of criminal records shall be made to the District Attorney of Lancaster County, Lancaster County Courthouse, 50 North Duke Street, Lancaster, PA 17608, (717) 299-8100.
10. All appeals must be filed with the appropriate agency within 15 business days of the mailing date of the Township's response or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts the record(s) is a public record and shall address any grounds stated by the Township for delaying response to or denying the request. Visit the Office of Open Records web site at [www.openrecords.pa.gov](http://www.openrecords.pa.gov) for additional information on filing an appeal.

Resolved and enacted this 5th day of August 2024 by the East Lampeter Township Board of Supervisors.