



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.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

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.*

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 Feb. 3, 2020

East Lampeter Township
Lancaster County, Pennsylvania

Resolution #08-

A Resolution Appointing an Open Records Officer, Establishing Policies, Procedures and Fees
for Requests for Inspection and Duplication of Public Records as required by Act 3 of 2008, the
Right to Know Law

The purpose of this Resolution is to assure compliance with the Pennsylvania Right to Know Law, Act 3 of 2008, 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 appoints 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

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 Holidays.

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 Holidays.

5. Fees for public record duplication shall be as follows:

- Paper copies shall be 25 cents per page per side.
- The certification of a record shall be \$1 per record.
- Specialized documents including but not limited to blue prints, color copies, and non-standard sized documents shall be charged based upon the actual cost of production.
- If mailing is requested, the cost of postage will be charged to the requester.
- 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 Township shall make a good-faith effort to provide the requested public record(s) as promptly as possible. The Open Records Officer shall cooperate with those requesting records to review and / or duplicate original Township documents while taking reasonable measure to protect township documents from the possibility of theft, damage, and / or modification.
7. The Open Records Officer, or his designee, 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 Open Records Officer, or his designee, shall respond to such requests in writing consistent with Act 3 of 2008, the Right to Know Law.
8. If access to a record is denied, the response to the requester shall include a reason for denial as stipulated in Act 3 of 2008, the Right to Know Law.
9. If a written request is denied or deemed denied, the requester may file an appeal in writing to Terry Mutchler, Executive Director, Officer of Open Records, Commonwealth Keystone Building 400 North Street, Plaza Level Harrisburg, PA 17120-0225.
10. 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.
11. All appeals of a denial of access to a record shall 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.

Resolved and Enacted this sixteenth day of December 2008 by the East Lampeter Township Board of Supervisors.