

NORTH MIDDLETON TOWNSHIP RECORD REQUEST FORM

DATE _____ 5 BUSINESS DAYS _____

NAME _____

ADDRESS _____

PHONE
NUMBER _____

DESCRIPTION OF RECORDS (For more space, continue on back)

FORMAT OF RECORD REQUEST:

_____ WRITTEN _____ CD _____ FAX _____ VERBAL

FOR TOWNSHIP USE

FORMAT OF RECORD RESPONSE:

_____ WRITTEN _____ CD _____ FAX _____ VERBAL

DATE REQUEST FILLED: _____

FEES: _____ PD: _____

EMPLOYEE NAME: _____

DATE REQUEST DENIED: _____ LETTER SENT: _____

REASON:

MANAGER APPROVAL: _____

Appeals Process

If a written request is denied or deemed denied the requester may file an appeal with the Office of Open Records within 15 business days of the township's deemed denial. The appeal shall state the grounds which the requester asserts the record is a public record and shall address any grounds stated by the agency for delaying or denying the request as per section 1101 of Act 3 of 2008. The Office of Open Records has thirty (30) days to make a determination.

The requester or Township may appeal a final determination made by the Office of Open Records to the Court of Common Pleas.