

DATE REQUESTED: \_\_\_\_\_



REVISED RIGHT-TO-KNOW REQUEST FORM

# pennsylvania

OFFICE OF OPEN RECORDS

\* Please produce for inspection and designation of which documents are desired to be copied by the Requester, all non-privileged original documents and all non-identical copies of them, embodied in any medium of expression, which are within the possession, custody or control of the Borough of Hanover and its elected officials, its employees or its consultants, which relate or refer to the topic below, and which were created between \_\_\_\_\_.

**REQUEST SUBMITTED BY:**            E-MAIL            U.S. MAIL            FAX            IN-PERSON  
DMILLER@BOROUGH.HANOVER.PA.US            717-637-2805  
**REQUEST SUBMITTED TO (Agency name & address):** \_\_\_\_\_

**NAME OF REQUESTER :** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY/STATE/COUNTY/ZIP(Required):** \_\_\_\_\_

**TELEPHONE (Optional):** \_\_\_\_\_    **EMAIL (optional):** \_\_\_\_\_

\* **RECORDS REQUESTED:** *Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

**DO YOU WANT COPIES?** YES or NO  
**DO YOU WANT TO INSPECT THE RECORDS?** YES or NO  
**DO YOU WANT CERTIFIED COPIES OF RECORDS?** YES or NO  
**DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100?** YES or NO

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

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**FOR AGENCY USE ONLY**

**OPEN-RECORDS OFFICER:**

I have provided notice to appropriate third parties and given them an opportunity to object to this request

**DATE RECEIVED BY THE AGENCY:**

**AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:**

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*