

Board of Supervisors
Martic Township
370 Steinman Farm Road
Pequea, PA 17565

REQUEST FOR INSPECTION AND/OR DUPLICATION OF PUBLIC RECORDS

Request for inspection and/or duplication of public records shall be made to the Open-Records Officer.

Request may be made:

In Person at the Township office: Monday - Thursday 9:00 a.m. until 1:00 p.m.

By Mail to: 370 Steinman Farm Road, Pequea, PA 17565

By Email: martictwp@comcast.net

By Fax: (717) 284-4425

Name (Optional) _____

Address (Optional) _____

Daytime Telephone (Optional) _____

Fax Number (Optional) _____

I am submitting this request (circle applicable) In Person By Mail By Email By Fax

It is the intent of the Township to comply in all respects with the Pennsylvania Right-to-Know Law. In order to process a request for inspection and/or duplication of a public record, the Township requires sufficient and specific information to identify the record. The Township may deny a request if there is inadequate information for the Township to identify the specific record requested. Please provide as much of the following requested information as possible:

Type of document (e.g. ordinance, resolution, etc.):

The name and contact information for the Martic Township Open-Records Officer is as follows:

Martic Township Secretary
370 Steinman Farm Road
Pequea, PA 17565
Phone: (717) 284-2167
Email: martictwp@comcast.net
Fax: (717) 284-4425

The hours of the Open-Records Officer are Monday - Thursday from 9:00 a.m. until 1:00 p.m.

I acknowledge that the Township may impose fees pursuant to Section 1307 of the Right-to-Know Law to fulfill this request. I acknowledge that the Township does not have to provide me with the copies (if any) I have requested until I pay the fees in full. If the fees required to fulfill the request are expected to exceed \$ 100.00, I acknowledge that the Township may require that I prepay an estimate of the fees prior to granting my request for access in accordance with the Right-to-Know Law.

Date: _____

Signature

Mandatory, if requesting documents be mailed.

Optional, if requesting to examine documents at the Township Office or request is to pick up requested document(s).

For Township Use Only:

Date of Receipt: _____

Agency Five (5) Business Day response due: _____

A copy of this request shall, pursuant to Section 502(b)(2)(iii) of the Law, be maintained until the request has been fulfilled. If the request is denied, a copy shall be maintained for thirty (30) days or, if an appeal is filed, until a final determination is issued under Section 1101(b) of the Right-to-Know Law or the appeal is denied.