

THURSDAY



**pennsylvania**  
OFFICE OF OPEN RECORDS

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: Oct 27, 2010 to Berwick Twp 632-2280

REQUEST SUBMITTED BY:  E-MAIL  U.S. MAIL  FAX  IN-PERSON

NAME OF REQUESTER: DICK WATSON

STREET ADDRESS: G'burg Times - FAX 637-6826

CITY/STATE/COUNTY/ZIP(Required): Gettysburg PA 17325

TELEPHONE (Optional): 717/334-1131 ext 314

RECORDS REQUESTED: \*Provide as much specific detail as possible so the agency can identify the information.

- 1- Copy of 2012 budget approved 10-24
- 2- Copy of new Township Newsletter system used for distribution 10-24

DO YOU WANT COPIES? YES ~~NO~~ 1 each  
 DO YOU WANT TO INSPECT THE RECORDS? ~~YES~~ NO  
 DO YOU WANT CERTIFIED COPIES OF RECORDS? ~~YES~~ 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 \*\***

**FOR AGENCY USE ONLY**

RIGHT TO KNOW OFFICER:

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.)*