



**pennsylvania**  
OFFICE OF OPEN RECORDS

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

**TO:** Berwick Township

**ATT:** Open Records Officer

**FAX:** (717) 632-2280

**DATE REQUESTED:** March 9, 2011

**REQUEST SUBMITTED BY:** FAX

**NAME OF REQUESTOR:** Al Greenly

**STREET ADDRESS:** 4647 Jonestown Rd.

**CITY/STATE/COUNTY (Required):** Harrisburg/PA/Dauphin/17109

**TEL. (Optional):** (800) 220-3110 **FAX #:** (717) 545-2919 **EMAIL:** Al\_Greenly@Gunton.com

**RECORDS REQUESTED:**

Please provide a monthly summary of residential building permits for all new construction houses, renovations or additions issued in **February 2011** .

If the municipality does not keep a monthly summary I would like a copy of all residential new construction, renovations or additions permitted.

Copies can be faxed or emailed using the information above.

I can also pick up the information in person if that is preferred.

I realize there may be charges associated with providing this information. Please call me if there are any questions.

I respect your time and appreciate your help.

Please let me know if you have any suggestions that will help the municipality process this request more efficiently.