



pennsylvania

OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

TO: Berwick Township

ATT: Open Records Officer

FAX: (717) 632-2280

DATE REQUESTED: April 12, 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 **March, 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.