

HANOVER TOWNSHIP
RIGHT TO KNOW/OPEN RECORDS REQUESTS POLICY

Right to Know (RTK) requests are handled by the Open Records Officer for Hanover Township.

Procedure for Submitting RTK Requests

Requests may be submitted in person, by mail, by fax or by email; however, it is *recommended that requests be submitted via email* to ensure timely receipt and response.

E-mail: Sguesto@hanovertownship.org

Fax: (570) 825-1242

U.S. Mail: Hanover Township
Right to Know Office
1267 Sans Souci Parkway
Hanover Twp., PA 18706

Requests **must** be submitted using the standard statewide form provided by Hanover Township. (see form below or use following web address)
(<https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf>).

Any request not submitted using the standard statewide form will be considered an informal request and not subject to the RTKL.

Verbal or anonymous requests will not be accepted. Each request must include (1) the name and address of the person making the request and (2) identify or describe the records sought with sufficient specificity to ascertain which records are being requested.

Fees for RTK Requests

Please note that there may be fees associated with providing requested records. Records will not be provided until applicable fees have been paid. Fee amounts are set in accordance with the standard fee schedule established by the Office of Open Records (<https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm>).



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date of Request: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

- DO YOU WANT COPIES?** Yes, printed copies (*default if none are checked*)
 Yes, electronic copies preferred if available
 No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? Yes (*may be subject to additional costs*) No
RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$_____

Appropriate third parties notified and given an opportunity to object to the release of requested records.