



pennsylvania
OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

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

NAME OF REQUESTOR : _____

STREET ADDRESS : _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information.*

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: _____

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-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.)*

EXHIBIT B

FEEES AND CHARGES

The following charges are hereby instituted and apply to all Right to Know requests.

For any request in which the estimated cost is anticipated to exceed One-Hundred Dollars (\$100.0) the requestor will be required to prepay the total estimated cost before the request is processed.

Any request in which the total charges are in excess of Five Dollars (\$5.00) must be paid with a check or money order made payable to "Dallastown Borough".

STANDARD COPYING CHARGES

Description	Charge
8.5" X 11" paper	\$0.25 per side
8.5" X 14" paper	\$0.25 per side
11" X 17" paper	\$0.35 per side

NOTE: A document requiring redaction necessitates a minimum of 2 copies per page in order to facilitate the redaction process. The requestor will be charged for any and all copies required in the process of producing the response to the request.

MISCELLANEOUS CHARGES:

1. **Employee Time:** For any request that requires an individual be reassigned from his normal work duties in order to fulfill the request and/or requires more than 1 hour of work to fulfill the request; the requestor will be charged a rate of Eleven Dollars and Thirty-Two Cents (\$11.32) per hour calculated at fifteen (15) minute increments.

NOTE: In a situation where Dallastown Borough is required to employ a temporary staff person whose sole purpose for being employed is to compile and prepare records as the result of a Right to Know request; the requestor will be required to pay the full cost associated with this hire.

2. **Record Retrieval:** When a request requires that a record be retrieved from storage and the requested record is stored on Dallastown Borough property; the requestor will be charged at the above stated rate for employee time. When the record requested is being stored off Dallastown Borough property by a private company or firm; the requestor will be charged the full cost incurred by Dallastown Borough to retrieve the requested record as billed by the private company or firm.