



EAST HANOVER TOWNSHIP, DAUPHIN COUNTY

**8848 Jonestown Road
Grantville, PA 17028
717-469-0833 * 717-469-1442 (fax)**



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/ZIP (Required): _____

TELEPHONE (Optional): _____

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

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT COPIES? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO

DATE RECEIVED BY THE AGENCY: _____

AGENCY FIVE (5)-DAY RESPONSE DUE: _____

TOTAL COST: _____

DATE REQUEST FULLFILLED: _____ STAFF MEMBER: _____

DATE INFORMATION: Pickup up _____ Faxed _____
 Mailed _____ E-Mailed _____

FEES: Copies - \$.25 per page Fax copies - \$.50 per page
 Copies on 3½" disk - \$1.00 Copies on CD - \$2.00
 Copies on flash drive - \$5.00 Mailed copies – postage

**Public bodies may fill anonymous, verbal, or written requests. If the requestor wishes to pursue the relief and remedies provided for by State law, the request must be in writing. Written requests need not include an explanation why information is sought or the intended use of the information, unless otherwise required by law.