

SPRINGFIELD TOWNSHIP, YORK COUNTY, PENNSYLVANIA
9211 SUSQUEHANNA TRAIL SOUTH
SEVEN VALLEYS, PA 17360
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SPRINGFIELD TOWNSHIP RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

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

NAME OF REQUESTER: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

**Provide as much specific detail as possible so the Township can identify the information. Use a separate sheet if necessary. Please indicate transmittal method.*

DO YOU WANT COPIES? Yes: NO: (Fax local number only)

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO

RIGHT TO KNOW OFFICER: Tamara L. Ream

DATE RECEIVED BY THE TOWNSHIP:

DATE FILLED:

AGENCY FIVE (5)-DAY RESPONSE DUE:

INITIALS OF STAFF:

COSTS: Copies ____ Cert. ____ Postage ____ Disk ____ : TOTAL: _____

DATE INFORMATION: Picked up _____ Faxed _____ Mailed _____ Emailed _____

* \$.25/regular copy; \$1.00/certification; all others, actual cost

NOTE: Public bodies may fill anonymous verbal or Written requests. If the requester wishes to pursue the relief and remedies provided for in the Act, the request must be in writing. (Section 702.) Written requests need not include an explanation of why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)