

PENNSYLVANIA RIGHT-TO-KNOW LAW

PROCEDURES AND LIMITATIONS FOR REQUESTING RECORDS

A request may be made in writing, by telefax or email. If a request is made by e-mail, it should be sent to righttoknow@hampdentownship.us. If it is sent by telefax, the request should be faxed to 717-761-7267. Neither Hampden Township nor the Hampden Township Sewer Authority will accept oral or anonymous requests for records. The request should identify or describe the records sought with sufficient specificity to enable the Open Records Officer to ascertain which records have been requested. The request shall also include a name and address to which the Open-Records Officer should address a response.

All requests in writing shall be sent by mail, telefax or email or delivered in person during regular business hours of 8:00 am to 4:00 pm, Monday through Friday, except holidays.

If a written request for records is granted, the following fees will be charged with respect to the request:

Copies	\$0.25 per page
Certification of Record	\$1.00 per record
Specialized documents	Actual Cost
Facsimile, microfiche or other media	Actual Cost
Postage	Actual cost of mailing

Conversion to Paper: If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium.

A "photocopy" is either a single-sided copy or one side of a double-sided black and white copy, standard 8-1/2-inch by 11-inch page. A "specialized document" includes but is not limited to color copies, plans, blue prints, non-standard size, etc.

A requester may be required to prepay an estimate of the fees listed, if the fees required to fill the request are anticipated to exceed \$100.00. All costs must be paid by certified check or money order payable to "Hampden Township".