



Radnor Township Right-To-Know Request Form

RTK No: _____

Date Requested: _____

Request Submitted by: E-Mail U.S. Mail Fax In-Person

Name of Requestor: _____

Address: _____ City, State, Zip _____

Phone Number: _____ Email: _____

RECORD REQUESTED (Please provide as much specific detail as possible so the record can be identified)	RECORDS REVIEWED/RECEIVED (Sign below to acknowledge that all records associated with this request have been reviewed/received)

Way(s) I prefer to receive requested information (check as many that apply):

- Review record(s) in person – No fee. Please note: paper copies created in order to redact information pursuant to Section 708 of Pennsylvania’s "Right-to-Know Law" will be charged a fee in accordance with the Right to Know Fee Schedule.
- Paper copy – 25¢ per single-sided 8.5"x11" page. Fee for larger size copies, refer to Township Consolidated Fee Schedule.
- Need certification of record – \$1 additional charge
- Other: _____

For further pricing information, please refer to the **Fee schedule on back or refer to the Township Policy

Requestor Certification: I hereby certify by my signature below that I am the person named above, that I am a legal resident of the United States, and that the personal information contained herein is true and correct to the best of my knowledge. I recognize that all fees due must be paid before the requested information is released. In addition, I assume financial responsibility for and will pay for any copying, retrieval, and certification fees associated with this request.

Signature of Requestor: _____

Official Township Use

Date Received: _____ Five (5) Day Response Due: _____ **Open Records Officer: Melissa Conn**

Department: _____ Denied/Ext. to Requestor: _____

Released by: ___ Review ___ Pickup ___ Email ___ Mail
 ___ No Response – Date Closed: _____ Extension Due Date: _____

Date Records Released: _____ Amount Paid: \$ _____ Appeal Docket No: _____ Appeal Due Date _____

Employee Name: _____ Total Hours: _____

Right-to-Know Law and Public Records Access Policy

Radnor Township adopted a Public Records Access Policy to assure compliance with the provisions of the Pennsylvania "Right-to-Know Law," 65 P.S. §§ 66.1 - 66.9, as amended by Act 3 of 2008, effective January 1, 2009. Copies of this policy may be viewed on Radnor Township's website at www.radnor.com or by request.

Right-to-Know Fee Schedule

The following fees shall be due and be paid by any person or entity for access to Public Records:

- No fees for viewing Public Records that the Township determines are on-site and readily available during normal business hours. Please note: Paper copies created in order to redact information pursuant to Section 708 of Pennsylvania "Right-to-Know Law", 65 P.S. §§ 66.1 - 66.9, as amended by Act 3 of 2008 will be charged a fee in accordance with the Right to Know Fee Schedule.
- Postage fee (actual) on any mailing made in response to a request.
- \$1.00 fee if a certification is being requested of the records being produced.
- Paper copies – 25¢ per single-sided page.
- Facsimile/Microfiche/CD/Other Media – Actual Cost.
- Specialized Documents (for example, but not limited to Police accident reports, blueprints, color copies, plotter documents) – refer to Township Consolidated Fee Schedule for actual cost.
- If a request is made for a copy of any Public Record that cannot be reasonably duplicated on the facilities available at the offices of the Township, either due to the physical size or shape of the record or to the volume of the records being requested, the Township shall have the requested records duplicated at a commercial copying service or similar location, and the person or entity requesting the record shall be responsible for the amount charged by such outside source.
- Payment is due at the time of delivery of the copies if the costs are expected not to exceed \$100. If the Township expects that the fees of the copies being requested will exceed \$100, then the Township shall notify the Requester that the copies will not be made until the cost of the copies, as estimated by the Township is paid in advance. Either a supplemental bill or a refund shall be made if actual copying fees are different than the Township's estimate.

Radnor Township Open Records Officer

Please submit this form via mail, email, fax, or in person as follows:

Melissa Conn
Open Records Officer
Radnor Township
301 Iven Avenue
Wayne, PA 19087-5297
mconn@radnor.org
(p) (610) 688-5600 ext. 142
(f) (610) 688-1279