

YORK TOWNSHIP

RTK REFERENCE NUMBER: _____

190 Oak Road, Dallastown, Pennsylvania 17313-9300 • Phone (717) 741-3861



YORK TOWNSHIP PUBLIC RECORDS REQUEST

DATE REQUESTED: _____

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

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY, STATE, ZIP (REQUIRED): _____

TELEPHONE: _____ EMAIL _____

RECORDS REQUESTED:

You must identify or describe the records with sufficient specificity to enable the Township to determine which records are being requested. (i.e. exact property address, name, date range). Public record requests must seek records, not ask questions.

DO YOU WANT COPIES?	YES	NO
DO YOU WANT TO INSPECT RECORDS?	YES	NO
DO YOU WANT CERTIFIED COPIES OF RECORDS?	YES	NO

RIGHT TO KNOW OFFICER: _____

DATE RECEIVED BY AGENCY: ___/___/___ AGENCY (5) DAY RESPONSE DUE: ___/___/___

***Anonymous requests will not be accepted. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be made in writing. (Section 702) Requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703)*

Documents Received/Reviewed by: _____

Date: _____

Comments: _____
