## **Board of Supervisors**

Martic Township 370 Steinman Farm Road Pequea, PA 17565

## REQUEST FOR INSPECTION AND/OR DUPLICATION OF PUBLIC RECORDS

Request for inspection and/or duplication of public records shall be made to the Open-Records Officer.

Request may be made:

In Person at the Township office: Monday - Thursday 9:00 a.m. until 1:00 p.m.

By Mail to: 370 Steinman Farm Road, Pequea, PA 17565

By Email: martictwp@comcast.net

By Fax: (717) 284-4425

Name
Address
Daytime Telephone (Optional)
am submitting this request (circle applicable) In Person By Mail By Email By Fax
It is the intent of the Township to comply in all respects with the Pennsylvania Right-to-Know Law. In order to process a request for inspection and/or duplication of a public record, the Township requires sufficient and specific information to identify the record. The Township may deny a request if there is inadequate information for the Township to identify the specific record requested. Please provide as much of the following requested information as possible:
ype of document (e.g. ordinance, resolution, etc.):

Subject of document (e.g. building permit for a specifically identified property, Zoning Hearing Board decision, etc.):				
Approximate date or dates of documents:				
Please state any other information which you believe would assist the Township in identifying the public record which you seek:				
I wish to examine this public record at the Township office: YES No				
** I wish to obtain a copy of this public record: YES No				
** Please check the Martic Township website at: http://www.co.lancaster.pa.us/martictwp/site/default.asp				
Minutes, Zoning Ordinance, Budget, etc. are all posted for easy public access or, if not available on the website, paper photocopies of public records. The Township does not guarantee a requested record is available or can be made available in any other format.				
I wish a copy of the public record in the following format or media (if possible):				
I wish the Township to mail a copy of this public record to me: YES No I wish the public record to be mailed to the follow address:				

The name and contact information for the Martic Township Open-Records Officer is as follows:

Martic Township Secretary 370 Steinman Farm Road Pequea, PA 17565

Phone: (717) 284-2167

Email: martictwp@comcast.net

Fax: (717) 284-4425

Data:

The hours of the Open-Records Officer are Monday - Thursday from 9:00 a.m. until 1:00 p.m.

I acknowledge that the Township may impose fees pursuant to Section 1307 of the Right-to-Know Law to fulfill this request. I acknowledge that the Township does not have to provide me with the copies (if any) I have requested until I pay the fees in full. If the fees required to fulfill the request are expected to exceed \$ 100.00, I acknowledge that the Township may require that I prepay an estimate of the fees prior to granting my request for access in accordance with the Right-to-Know Law.

butc.	Signature			
For Township Use Only:				
Date of Receipt:				
Agency Five (5) Business Day response due	ıe:			

A copy of this request shall, pursuant to Section 502(b)(2)(iii) of the Law, be maintained until the request has been fullfilled. If the request is denied, a copy shall be maintained for thirty (30) days or, if an appeal is filed, until a final determination is issued under Section 1101(b) of the Right-to-Know Law or the appeal is denied.