



Township of Upper Pottsgrove

MONTGOMERY COUNTY, PENNSYLVANIA

1409 Farmington Avenue Pottstown, PA 19464
Phone: 610-323-8675 Fax: 610-327-1967

RECORD REQUEST FORM

DATE REQUEST SUBMITTED _____

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

NAME _____

ADDRESS _____

TELEPHONE _____ FAX _____

EMAIL _____

DESCRIPTION OF **SPECIFIC** RECORDS REQUESTED

Method(s) of delivery _____ pickup / mail / email / fax / disk

Signature of requestor (upon completion of request)

For Office Use Only

Open Records Officer: _____

Date received by Open Records Officer: _____

Date (5) five day Agency response due: _____

Num. of pages reproduced ___ Postage _____ Fax _____ Disk _____

Total Cost _____ Date Completed _____ Date Mailed _____

NOTE TO STAFF: COPY ALL DOCUMENTS SUBMITTED

Webpage: www.uptownship.org
Email: administration@uptownship.org

**Township of Upper Pottsgrove
RECORD REQUEST POLICY**

GENERAL

All documents deemed public records shall be available for inspection, retrieval and duplication at the Municipal Building during established business hours Monday through Friday (8:00 a.m. – 4:30 p.m.) except for Holidays.

REQUESTS

Requests for records shall be in writing on a form provided by the Township of Upper Pottsgrove. All requests shall be directed to the Open Records Officer/Township Manager at 1409 Farmington Avenue, Pottstown, PA 19464. The request shall include the requester's name, address, and other relevant information including a concise description of all records being requested.

FEES

Paper copies shall be \$0.25 per side. If documents are mailed per request, all costs of postage shall be assessed. Faxes shall be charged \$0.25 per side transmitted. Scanned and electronically transmitted copies shall be charged \$0.25 per side scanned. If a disk is requested, a disk shall be provided only by the municipality at a cost of \$5.00 per disk - a new disk is required for each request. True and Correct Certifications with the municipal seal are available for a \$10.00 fee. Prepayment by a requester is required if fees are estimated to exceed \$100.00.

RESPONSE BY THE TOWNSHIP OF UPPER POTSGROVE

The Township will make a good faith effort to determine if the record requested is a public record and will respond promptly, circumstances permitting. A response will be provided within five (5) business days of a request being received by the Open Records officer/Manager in accordance with the provisions of Act 100 of 2002. Every effort shall be made to provide a written response within the designated five (5) business days, including the decision that a request is denied. If no response is provided within the prescribed time limit, a request shall be deemed denied.

APPEALS

Upon any action of denial, a requester may file exceptions with the head of the agency (president, chairperson) denying access to records. The requester must file exceptions within 15 days of the mailing date of the agency's response or within 15 days of a deemed denial. A Final Determination hearing shall be conducted within 30 days of the mailing date of any exceptions. If it is deemed that a denial was appropriate, a written explanation will be provided to the requester.

A requester may appeal an agency denial by a petition for review with the county court of common pleas or with the local magisterial district. This appeal must be filed within 30 days of the agency's written denial.