



Township of Upper Pottsgrove

MONTGOMERY COUNTY, PENNSYLVANIA

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

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date of Request: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

DO YOU WANT COPIES? Yes, printed copies (*default if none are checked*)
 Yes, electronic copies preferred if available
 No, in-person inspection of records preferred (*may request copies later*)

Do you want [certified copies](#)? Yes (*may be subject to additional costs*) No
RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

AORO Name: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$_____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE TO STAFF: COPY ALL DOCUMENTS SUBMITTED

NOTE: In most cases, a completed RTKL request form is a public record.
More information about the RTKL is available at <https://www.openrecords.pa.gov>

Form updated Feb. 3, 2020

**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 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 disc is requested, a disc shall be provided only by the municipality at a cost of CD / DVD up to actual cost, not to exceed \$3.00 per disc - a new disc is required for each request. True and Correct Certifications with the municipal seal are available for up to a \$5.00 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 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.