



# 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.

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**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

Webpage: [www.uptownship.org](http://www.uptownship.org)  
Email: [administration@uptownship.org](mailto: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 (Agency). 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.

## **WHAT TO EXPECT FROM THE AGENCY**

The Agency will make a good faith effort to determine if the record requested is a public record and will respond promptly, circumstances permitting. An Agency has five business days to respond in writing to: (1) grant the request; (2) deny the request, citing the legal basis for the denial or partial denial; or (3) invoke a 30-calendar day extension for certain reasons.

The clock starts the day after the RTK request is received during regular business hours. In other words, an agency has five business days to respond to a request, whether you place the request in person or by mail. Acceptable grounds for a 30-calendar day extension include: off-site location of records, staffing limitations, need for legal review or redaction, complex request, or the requester did not pay applicable fees as required or failed to follow agency policy.

If an agency does not respond to a request in the allotted time, the request is deemed denied, and you have the right to file an appeal with the Office of Open Records.

## **HOW TO FILE AN APPEAL**

If an Agency denies a record, or a portion of a record, the requester has a right to file an appeal with the Office of Open Records.

The appeal must be submitted to the Office of Open Records within 15 business days of the mailing date of the Agency's response. Appeals should be sent to the Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234. They may also be submitted via facsimile to 717-425-5343 or via email to [openrecords@pa.gov](mailto:openrecords@pa.gov) as a Microsoft Word or PDF attachment.

If the Agency or the requester wants to appeal the ruling of the Office of Open Records, the appeal must be filed with the appropriate court within 30 calendar days of the mailing of the Final Determination by the Office.