



# Township of Upper Pottsgrove

MONTGOMERY COUNTY, PENNSYLVANIA

1441 Laura Lane, Pottstown, PA 19464

Phone: 610-323-8675

Fax: 610-327-1967

## Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NAME: \_\_\_\_\_ (Attn: AORO)

Date Request Submitted: \_\_\_\_\_ Submitted via:  Email  U.S. Mail  Fax

In Person PERSON MAKING REQUEST:

Full Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Please send response via:  Email  U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.**

**RECORDS REQUESTED:** Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.



## **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. – 4:00 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 1441 Laura Lane, 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. Anonymous or verbal requests will not be considered.

### **FEES**

[OOOR - Official RTKL Fee Schedule \(pa.gov\)](#)

### **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.