

Board of Supervisors:
Ronald Flatt, Chairman
Andrew Erie, Vice Chairman
Brian Hortert, Supervisor
Edward Latuska, Supervisor
Thomas Schiebel, Supervisor



Michael Gallagher, Solicitor
Olsen & Associates, Engineer
Crystal Wilson, Secretary
Anthony Amendolea, Treasurer
Mark Lauer, Public Works Director
Richard Round, BCO/Zoning Official

RIGHT TO KNOW PUBLIC RECORD REQUEST

Resolution No. 2002-12-12

To the Secretary:

Date: _____

Information to be completed by the Requester:

NAME: _____

ADDRESS: _____

Phone Number: _____

Please describe the public records as specifically as you can below:

Instructions for delivery: Pickup Mail Disk Fax

Signature when records are received: _____

For Office Use Only

Date Received: _____ Response Date: _____

Copies: _____ Postage: _____ Disk: _____ Fax: _____ Exception Filed: _____

Total Cost: _____

Date Request Sent or Notified for Pickup: _____

Staff Initials: _____

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RIGHT TO KNOW PUBLIC RECORD REQUEST

Resolution No. 2002-12-12

The Secretary has determined that your request for _____
(public records requested)

dated _____ cannot be fulfilled within 5 business days for the following reasons:

- _____ 1. The request includes a public record that requires redaction. This will
be completed within 30 days.
- _____ 2. The request for access requires retrieval of a record stored in a remote
location. This will be completed within 30 days.
- _____ 3. The request cannot be fulfilled due to a bona fide staffing limitation as follows:

_____.

This will be completed within 30 days.

- _____ 4. A legal review is necessary to determine whether the record is a
public record subject to access. This response will be fulfilled within
30 days or a written response will be forthcoming from our Solicitor
citing legal authority for denial and the procedure to appeal the denial.
- _____ 5. The request has not complied with our policies regarding public
records as follows: _____
_____.
- _____ 6. Applicable fees not paid \$ _____.

Center Township

Date: _____

Crystal Wilson
Secretary