

**EAST HUNTINGDON TOWNSHIP RECORDS REQUEST FORM**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

Do You Want Copies? (Circle) Yes No

Do You Want to Physically Inspect the Records? Yes No

Do You Want Certified Copies? Yes No

Description of Records *(For more space, continue on back)*

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Instructions *(circle one)*: Pick-up Fax Mail

*(Please provide a daytime telephone number, fax number or mailing address below.)*

\_\_\_\_\_  
\_\_\_\_\_

Signature *(when request is fulfilled)* \_\_\_\_\_

**For Office Use Only:**

Date Request Received: \_\_\_\_\_

Five Day Response Date: \_\_\_\_\_

Fees for: Copies \_\_\_\_\_ Postage \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

Date Request Fulfilled: \_\_\_\_\_

Initials of Staff Member Fulfilling Request: \_\_\_\_\_

Date Information Was: Picked Up \_\_\_\_\_ Faxed \_\_\_\_\_ Mailed \_\_\_\_\_

## FEE SCHEDULE

Duplicates of public records shall be provided by the Township upon payment of applicable fees.

A list of applicable fees shall be provided to each Requester, posted in the Township office and be available electronically.

The Township shall not assess any fees for staff time or resources used to evaluate a request for access to public records.

The Township requires a prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.00.

The Fee for a standard 8 ½ x 11 black and white document is twenty-five cents (\$.25) per page.

Specialized documents including but not limited to blue prints, color copies and non-standard sized documents shall be charged to the Requester at the actual cost of production.

If mailing is requested the Requester shall pay actual postage charged for all mailings.

A Certification Fee of \$1.00 per document shall be charged if Requester desires certification.

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