



Hereford Township
Berks County, Pennsylvania
P.O Box 225
Hereford, Pa 18056
Main: (610)-845-2929 – Fax: (610)-845-0616

Official Use Only

Date Received: _____ Received by: _____

****Notice to Residents:** Information on this form is public information and may be accessed by third parties in accordance with and subject to the requirements of the "Open Records Law"

Is there a legal reason your information should not be shared with a third party agency or available for public inspection: Yes No — If yes, please explain: _____

Right-to-Know Information Request Form

Note: You do not have to be a resident of Pennsylvania to request any documents, but you do have to be a legal citizen of the United States to request documents and that does include a person with a green card. (Section 102)

Request Submitted by: (Please Circle One) Email U.S. Mail Fax In-Person

Name of Requester: _____
(Please Print) Last First

Signature of Requester: _____ Date: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____
(if applicable)

Email Address: _____
(if applicable)

Please identify each of the documents that are subject to this request. You must identify these documents with sufficient specificity so that we may ascertain whether we have these documents and how to locate them.

(if more space is required, continue on the back of this form)

Please check all that apply:

- I am requesting a copy of the documents identified above.
- I am requesting physical access to the documents identified above.
- I am requesting certified copies of the documents identified above.

Note: Requester is responsible for paying any applicable processing costs. Pre-payment will be required if expected compliance costs exceed \$100.00. Information related to standard fees may be found on the Open Records website <http://openrecords.state.pa.us>.

A certified copy of the public record was requested and paid for

Requested Granted
Request was granted on _____
(Within five business days from receipt)

Written Notice of Review
The requester is hereby given written Notice of Review _____
(Date within five business days from receipt)



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Your request is being review. The reason that your request is being reviewed is as follows:

You will receive a response from this office on or before _____ informing you of the results of our review. (No later than 30 days from request)

Denial

A. Your request for access to _____ is denied.
(Describe all or part of record)

The reason that your request has been denied is as follows:

Our denial is based on the following authority:

This denial is being issued by _____
(Printed name)

(Address and telephone number)

Date: _____
(Signature)

Right to Know Officer: _____

Date Received by Hereford Township: _____

Cost: _____

Agency five (5) business day response due: _____

The Township accepts cash, check, or money orders ONLY!

Paid: Cash Check # _____ Money Order