



West Manheim Township

Name of Requestor: _____

Requester Address: _____

Telephone: (____) _____ Email Address: _____

RECORDS REQUESTED:

- ❖ Provide as much specific detail as possible to enable the West Manheim Township Open Records Official to identify the information requested. Use additional sheets if necessary. Failure to provide reasonable specificity may form the basis for denial.

Please select one of the following:

- I am requesting access to view the record(s) identified above.
- I am requesting a copy of the record(s) identified above.
- I am requesting access to view the record(s) identified about and a copy of the record(s).

If you are requesting a copy of the record(s) identified above, please select one of the following:

- I request a paper copy of the record(s).

REQUESTER SIGNATURE: _____ DATE: _____

To be completed by West Manheim Township Open Records Official

Date Request Received: _____ Response Due By: _____

Action Taken: Approved Date of Notification to Requester: _____
 Denied Fees: _____

Signature of Open Records Official: _____

Additional Comments: _____

Written Request should be made to the Open Records Official by one of the following:

Mail or hand delivered to: West Manheim Township Building, 2412 Baltimore Pike, Hanover, PA 17331

Email: info@westmanheimtp.com

Fax: (717) 632-2499

Note: West Manheim Township reserves the right to post or release any and all open records requests and responses thereto.

PLEASE SEE REVERSE SIDE FOR COST DETAIL

Cost Detail as per 2010 Fee Schedule

Photocopies	\$0.35 per page per side
Postage cost (if applicable)	Cost incurred by Township
“True & Correct Certification” of Public Record	\$5.00
Fax Copies	\$1.00 per page
Blue Prints	\$7.50 per 2x3 page

- ❖ Note: If the total cost to duplicate records exceeds \$100.00, the Township may require payment prior to providing access to the public record.