

NORTH CODORUS TOWNSHIP

York County, Pennsylvania

RIGHT-TO-KNOW RECORD REQUEST

Sharon M. Kerchner, Open Records Officer

Request Submitted via (check one): E-mail U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No: _____ Email: _____
Fax: _____

RECORD(S) REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions*

DO YOU WANT COPIES? Yes, printed copies (*default if none are checked*)
 Yes, electronic copies preferred if available
 No, in-person inspection of records preferred (*may request copies later*)

Do you want [certified copies](#)? Yes (*may be subject to additional costs*) No
RTKL requests may require payment or prepayment of fees.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$_____

Appropriate third parties notified and given an opportunity to object to the release of requested records.