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Penn Township's Right to Know Procedure

When requesting public records at Penn Township, you must first fill out the standard Pennsylvania Right to Know Request Form. You may find this either on our website www.penntownship.us or you may pick one up in Penn Township's office during our open office hours. The RTK request form **MUST** be filled out completely and with as much detail as possible. The process can be easier and quicker if you list documents you are specifically asking for. Please note that this is a records request form; please do not use it to ask a question. Before turning in the completed request form, please retain a copy for you records. The request form may be turned into the office via the following: USPS, fax, email or by hand.

Once the form is turned in to the Officer of Open Records, our office has 5 business days to respond to your request. Typically, the request is filled within the 5 day deadline, but if the request cannot be fulfilled within that time we can extend to 30 business days from time of your request. Please be aware that most requests are not able to be fulfilled the same day, this is due to the office needing time to find the requested documents (some may be in storage), needing time to copy or scan the requested documents and needing to complete our regular office work.

If you require copies of letter size documents there is a 25¢ per sheet charge unless otherwise stated from the Open Records Officer. If copies of plot plans are required prices will vary depending on size between \$3 to \$6 + per sheet, unless otherwise stated by Open Records Officer. If copies are requested additional time may be required for the office to produce them. If you would like electronic copies of letter size documents in most cases there will be no charge for those files. If you would like electronic copies of large scale prints and plot plans there **WILL** be a charge, but please inquire about the cost as it varies by size. Postage fees will be charged for any documents that are mailed to the requestor; you will be charged the actual cost of mailing. If charges exceed \$100 a pre-payment or a 50% deposit will be required before copies are made. No files will be released until payment is made in full to the Township. Cash or checks are accepted, checks should be made out to Penn Township.

Penn Township and the Open Records Officer will work hard to fulfill all requests but in some cases we may not have the information desired. We thank you for your cooperation.

Penn Township
Officer of Open Records
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610-869-9620