

## Open Records

### **RIGHT-TO-KNOW LAW REQUEST POLICY**

This written policy outlines the proper procedures for requesting records from Franklin Township (Twp.) under Pennsylvania's Right-to-Know Law, Act 3 of 2008. Questions regarding this policy should be directed to the Franklin Township Office at (610) 377-1773.

1. Requests may be in writing, by fax or e-mail. The request should identify or describe the records sought with sufficient specificity to enable Twp. to ascertain which records are being requested and shall include a name and address to which Twp. should address its response.
2. All requests in writing shall be sent to Twp. by mail or delivered in person during Twp's regular business hours:

Franklin Township  
Attn: Brenda Neeb  
889 Fairyland Road  
Lehighton, PA 18235

If by facsimile send to (610) 377-7521 or if by email send to:

[ftsupers@ptd.net](mailto:ftsupers@ptd.net)

3. If a written request for records is granted, the following fees will be charged to the request:

Copies:

Photocopies per page \$.25

Mailing fees - Actual cost

A photocopy is either a single-sided copy or one side of a double-sided copy of a standard 8.5" x 11" page. Redaction is the eradication of a portion of a document while retaining the remainder where the public record contains information subject to access as well as information not subject to access. The Twp. may require a requester to prepay an estimate of the fees listed, if the fees required to fulfill the request are expected to exceed \$100. All costs must be paid by certified check or money order made payable to Franklin Township.

Commonwealth of Pennsylvania  
Office of Open Records  
400 North Street, Plaza Level  
Harrisburg, PA 17120-0225  
Phone 717-346-9903  
Fax 717-425-5343

Terry Mutchler, Executive Director

Nathanael Byerly, Deputy Director

## RIGHT-TO KNOW INFORMATION

### **Franklin Township's Right-to-Know Officer:**

Brenda Neeb  
900 Fairyland Road  
Lehighton, Pa 1235

Telephone: 610-377-1773

Fax: 610-377-7521

Email: [ftsusers@ptd.net](mailto:ftsusers@ptd.net)

### **State Office, Right-to-Know APPEALS**

Office of Open Records  
333 Market St. 16<sup>th</sup> Floor  
Harrisburg, Pa 17101-2234

Telephone: 717-346-9903

Fax: 717-346-5543

Website: [www.openrecords.pa.gov](http://www.openrecords.pa.gov)

Email: [openrecords@pa.gov](mailto:openrecords@pa.gov)

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### **Franklin Township Police Department, Right-to-Know Officer:**

Chief Jason Doll  
900 Fairyland Road  
Lehighton, Pa 18235

Telephone: 610-377-1681

Fax: 610-377-9424

### **APPEALS FOR RIGHT-TO-KNOW, RE: POLICE DEPARTMENT REQUESTS**

Carbon County District Attorney Office  
P.O. Box 36  
2 Broadway  
Jim Thorpe, Pa 18229

Telephone: 570-325-2718

Fax: 570-325-3525



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: \_\_\_\_\_ (Attn: AORO)

Date of Request: \_\_\_\_\_ Submitted via:  Email  U.S. Mail  Fax  In Person

PERSON MAKING REQUEST:

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

RECORDS 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. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.

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

DO YOU WANT COPIES?  Yes, electronic copies preferred if available
 Yes, printed copies preferred
 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. See the Official RTKL Fee Schedule for more details.

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.