

**FAWN TOWNSHIP**  
**Board of Supervisors**  
245 Alum Rock Rd., P.O. Box 229  
New Park, PA 17352-0229  
Phone: (717) 382-4834 Fax: (717) 382-1088  
Email: fawntwp@yahoo.com

**FAWN TOWNSHIP RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:**

**REQUEST SUBMITTED BY:** \_\_\_ E-MAIL \_\_\_ U.S. MAIL \_\_\_ FAX \_\_\_ IN-PERSON

**NAME OF REQUESTOR :** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY/STATE/COUNTY (Required):** \_\_\_\_\_

**TELEPHONE (Optional):** \_\_\_\_\_

**RECORDS REQUESTED:** *Provide as much specific detail as possible so the Township can identify the information. Use a separate sheet if necessary.*

**DO YOU WANT COPIES?** \_\_\_ YES \_\_\_ NO

**DO YOU WANT TO INSPECT THE RECORDS?** \_\_\_ YES \_\_\_ NO

**DO YOU WANT CERTIFIED COPIES OF RECORDS?** \_\_\_ YES \_\_\_ NO

**NOTICE: IF YOUR REQUEST IS GRANTED IN WHOLE OR IN PART, THE RIGHT TO KNOW OFFICER WILL ADVISE YOU OF THE FEES FOR THE RECORDS. THOSE FEES MUST BE PAID BEFORE THE RECORDS WILL BE RELEASED TO YOU.**

**RIGHT TO KNOW OFFICER:** Township Secretary

**DATE RECEIVED BY THE TOWNSHIP:**

**AGENCY FIVE (5)-DAY RESPONSE DUE:**

*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in the Act, the request must be in writing. (Section 702.) Written requests need not include an explanation of why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*