

**STEWARTSTOWN BOROUGH, YORK COUNTY
REQUEST FOR ACCESS TO PUBLIC RECORDS**

1. Date Requested: _____

2. Name of Requester: _____

3. Address: _____

4. Telephone Number: _____

5. How Requested: Mail: _____ E-mail: _____ Fax: _____ In-Person: _____

6. I request the following records (the records must be identified in sufficient detail to allow the Borough staff to identify and locate them): _____

7. I wish to have the records forwarded to me in the following manner:

_____ I will pick them up. Contact me at the following telephone number:

_____ Please mail them to me at the above address, or (if different) at:

_____ Please mail them to the following person and address:

_____ Please fax or e-mail them to me at:

_____ I will inspect the records

6. I prefer the records in the following format (this request will be honored only if the records are kept by the Borough in the format requested):

_____ Photocopies

_____ Facsimile

7. I certify that I will pay the costs of duplicating the public records pursuant to the schedule of fees established by the Borough's Policies and Resolution No. 2024-06 and any amendments thereto within fifteen (15) days of the mailing of such records and invoice, unless alternative arrangements are made with the Borough.

Signature of Requester: _____

DATE REQUEST RECEIVED BY AGENCY: _____

AGENCY RESPONSE DUE DATE: _____

INITIALS OF STAFF MEMBER: _____

COSTS: Copies: _____ Postage: _____ Disk: _____ Fax: _____

TOTAL COST: _____

DATE INFORMATION: Picked up: _____ Faxed: _____ Mailed: _____ E-mailed: _____

IF REQUESTER WISHES TO PURSUE THE RELIEF AND REMEDIES PROVIDED FOR IN THE ACT, THE REQUEST MUST BE IN WRITING (SECTION 702).

RESPONSE LETTER
[PUT ON BOROUGH LETTERHEAD]
[DATE]

RE: Request For Public Records

Dear [Applicant];

You made a request for certain records of the Borough on [DATE]. This letter is to advise you that the Borough will be unable to provide you those records within five (5) business days of the receipt of the request for one or more of the following reasons, as indicated:

_____ The request requires redaction of a public record. (Section 706)

_____ The request requires retrieval of records stored in a remote location. (902)

_____ There is insufficient staffing at the Borough at this time to be able to comply within that time without disrupting the operation of the Borough offices, because of the time required to locate and/or copy the records. (902)

_____ A legal review by the Borough Solicitor is necessary to determine whether the record is a public record. (902)

_____ You have not complied with the Borough's policy as follows:

_____ You have refused to pay applicable fees permitted by law.

Although the Borough cannot honor your request within five (5) business days of the receipt of the request, we are continuing to review such request as outline above and we will forward to you all of the records which you have requested which are determined to be public records as soon as possible, but no later than an additional thirty (30) days as required by law. In the event all or some of the records you requested are determined not to be public records, we will advise you of that fact.

The Borough will make every effort to forward the records or an explanation to you as promptly as possible, and will do so within the time required by law.

Very truly yours,

**[Signature and title of the person
designated by the municipality to be the
responsible person]**

DENIAL LETTER
[PUT ON BOROUGH LETTERHEAD]

[DATE]

RE: Request For Public Records

Dear [Applicant]
[Address]:

Thank you for your request for information on [INSERT DATE], which requested [DESCRIBE DOCUMENTS] pursuant to the Right To Know Law.

Unfortunately, we must deny your request for [some/all] of those records according to Section 706 of The Act.

[If the Borough denies some, but not all, of the request, add the following paragraph:

The Borough has determined that the following records which you requested are not public records:]

The Agency has denied your request because [DESCRIBE DOCUMENTS] is exempt from disclosure

_____ You have refused to prepay the fee for those records as authorized by law and _____ Borough Policies. [This reason is only valid if you reasonably estimate that the costs would exceed \$100.]

_____ Other:

[The Law requires that you put specific reasons and cite supporting legal authority.]

[If the person on whose Borough the denial is issued (Re., the solicitor) is different from the person who signs the letter:

This denial has been authorized by (name, title, business address and telephone number of the persons) on whose Borough the denial is issued).]

You have a right to appeal this denial of information in writing to:

Office of Open Records
Commonwealth of Pennsylvania
333 Market Street
Harrisburg, PA 17101-2234

If you appeal, you must do so within fifteen (15) business days from the mailing date of this response (Section 1101).

This letter is written to comply with the Right To Know Law. It is not intended to convey legal advice, and should not be considered as such. It merely outlines our reasons for denying some or part of your request for records, and outlines the appeal rights given to you by the Law and our Regulations. Neither I nor anyone connected with the Borough can or will provide legal advice to you.

Very truly yours,

RTK Officer