



1779

WASHINGTON TOWNSHIP SUPERVISORS  
11798 BUCHANAN TRAIL EAST, WAYNESBORO, PA 17268  
Phone: 717-762-3128 | Fax: 717-762-1775 [www.washtwp-franklin.org](http://www.washtwp-franklin.org)

## STANDARD RIGHT-TO-KNOW REQUEST FORM

Date Requested: \_\_\_\_\_

Request Submitted by: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code/County (Required): \_\_\_\_\_

Phone Number (Optional): \_\_\_\_\_

Records Requested: (Please provide as much detail as possible so the agency can identify the information.)

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

Do you want copies?      YES      NO

Do you want to inspect the records?      YES      NO

Do you want certified copies of the records?      YES      NO

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Right-to-Know Officer: \_\_\_\_\_

Date Received by the Agency: \_\_\_\_\_

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 this Act, the request must be in writing. (Section 702) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703)*



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## RIGHT TO KNOW INFORMATION

### **Right-to-Know Officer**

Karen S. Hargrave, Right-to-Know Officer  
Township Secretary & Finance Director  
Washington Township Supervisors  
11798 Buchanan Trail East  
Waynesboro, PA 17268  
[ksh@washtwp-franklin.org](mailto:ksh@washtwp-franklin.org)

### **Information & Form can be found on our website at:**

[www.washtwp-franklin.org](http://www.washtwp-franklin.org) or go to the blue tab on the left on the home page “Online Documents” then to “Forms” then to the bottom of the page – the form labeled “Open Record RIGHT-TO-KNOW Request.”

### **Or the forms and information is available at our office located at:**

Washington Township Municipal Offices  
11798 Buchanan Trail East  
Waynesboro, PA 17268

### **The Pennsylvania Office of Open Records Information is located at:**

PA Office of Open Records  
Commonwealth of Pennsylvania  
333 Market St., 16<sup>th</sup> Floor  
Harrisburg, PA 17101-2234  
Email: [openrecords@pa.gov](mailto:openrecords@pa.gov)  
Website: [www.openrecords.pa.gov](http://www.openrecords.pa.gov)