



# WASHINGTON TOWNSHIP SUPERVISORS

13013 WELTY ROAD, WAYNESBORO, PA 17268

Phone: (717) 762-3128 Fax: (717) 762-1775

Website: [www.washtwp-franklin.org](http://www.washtwp-franklin.org)

## STANDARD 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/ZIP/COUNTY (Required): \_\_\_\_\_

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

RECORDS REQUESTED:

*\*Provide as much specific detail as possible so the agency can identify the information.*

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or 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  
13013 Welty Road  
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), go to the blue tab on the left for "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:

Washington Township Municipal Building  
13013 Welty Road  
Waynesboro, PA 17268

The Pennsylvania Office of Open Records Information is:

PA Office of Open Records  
Commonwealth of Pennsylvania  
333 Market Street, 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)