

HALLAM BOROUGH

250 West Beaver St.
Hallam, PA 17406
ph. 717-755-0810
fax 717-751-0371

PENNSYLVANIA OFFICE OF OPEN RECORDS

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/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

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.)*

Deborah L. Dupler Secretary/Tax Collector
Sharon L. Dupler Assistant Borough Secretary
Council meets 2nd Monday of Month Office Hours: Mon. & Tues. Mornings
4th Thursday of Month Weds. Evenings

V. FEES -

- A) The Borough will not charge for redaction services.
- B) A duplicating fee for photocopying, printing from electronic media or microfilm will be imposed at 25 cents per page, per side.
- C) A duplicating fee for copying onto electronic media will be imposed at \$3.00 per compact disk. A new disk will be used each time records are provided.
- D) Facsimile transmission fees will be imposed at 50 cents per page faxed.
- E) For other means of duplication and other costs incurred, reasonable fees based on prevailing fees for comparable duplication by local business entities or actual costs will be imposed.
- F) The Borough may, in its discretion, insist that payment for duplication be made by certified check. If the fee is for copying only, the Borough shall provide access to the records but shall refuse to make any copies until the fee is paid. If the fee is for service that is necessary in order for access to be provided, the Borough shall deny access to the records until the fee is paid.
- G) The Borough shall not be prohibited from exercising its discretion to waive collection of fees for documents to non-profit organizations and governmental agencies and authorities.
- H) The Borough may require a requester to prepay an estimate of the fees if the fees required to fulfill the request are expected to exceed \$100.00.
- I) The fee schedule for GIS documents, tax records, assessment records and other records involving large datasets, as well as historical documents maintained by archives, may be different from that set forth in this policy.