

**LURGAN TOWNSHIP BOARD OF SUPERVISORS
RIGHT TO KNOW RECORDS REQUEST FORM**

JoAnna Cover/Open Records Officer
8650 McClays Mill Road
Newburg, PA 17240
717-532-7460 - Ph
717-532-7816 – Fax

DATE: _____

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

NAME OF REQUESTER: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

DESCRIPTION OF RECORDS REQUESTED:

INSTRUCTIONS: Pick Up Fax Mail E-Mail

Signature When Request is fulfilled

**** RETAIN A COPY OF THE REQUEST FOR YOUR FILES****

****IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL****

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For Office Use Only

Copies _____ Postage _____ Fax _____ Time _____

TOTAL COST: _____

DATE REQUEST FULFILLED: _____

FIVE (5) BUSINESS DAY RESPONSE DUE: _____

DATE INFORMATION: Picked Up _____ Faxed _____ Mailed _____

RIGHT TO KNOW OFFICER: _____

