

CARROLL TOWNSHIP / YORK COUNTY
OPEN RECORDS REQUEST FORM

****Please print legibly****

Name of Requester: _____

Requester Address: _____

Telephone (Optional): _____ Email Address (Optional): _____

RECORDS REQUESTED:

* Provide as much specific detail as possible to identify the information requested. Use additional sheets if necessary.

Please select from the following:

- I am requesting access to view the record(s) identified above.
- I am requesting a copy of the record(s) identified above.
- I am requesting access to view the record(s) identified above and a copy of the record(s).
- I am requesting certified copies of records.

* Note — Carroll Township may assess all applicable fees associated with duplication of the record(s).

REQUESTER SIGNATURE: _____ DATE: _____

To be completed by Carroll Township Municipal Office Open Records Officer

Date Request Received: _____ Response Due By: _____

Action Taken: Approved Denied

Date of Notification to Requester: _____ Fees: _____

Signature of Open Records Officer: _____

Additional Comments: _____

Written Request should be made by one of the following:

Mail or hand delivered to: Carroll Township Municipal Office Open Records Officer,
555 Chestnut Grove Road, Dillsburg, PA 17019

Email: jpatton@carrolltownship.com

Fax: (717) 502-8807

Note: Carroll Township reserves the right to post or release any and all open records requests and responses thereto.