GUILFORD TOWNSHIP SUPERVISORS
CHAMBERSURG, PENNSYLVANIA 17202

RIGHT-TO-KNOW-POLICY

In accordance with the requirements of the Right-To-Know Law, 65 P.S. 66.1-66.4 (as amended by Act 3 of 2008), the policy of Guilford Township shall be as follows:

A. **All requests for access to public records and all responses to such requests by Guilford Township personnel shall be in accordance with applicable provisions of the "Right-To-Know-Law".**

B. **All requests for access to public records shall be made on the appropriate form provided by Guilford Township, to the Open Records Officer, Shannon Malott, Guilford Township Supervisors, 115 Spring Valley Road, Chambersburg, Pennsylvania 17202 during normal business hours.**

C. **Fees charged for duplication of public records shall be paid at the time of receipt of copies and shall be in accordance with the following schedule:**

1)	**Plain Paper Copier** **Black and White** **8 ½ X 11** **8 ½ X 14** **11 X 14** **24 X 36**	**$**	**.25/per page** **(single side)** **3.00/per sheet**
2)	**Plain Paper Copier** **Colored** **8 ½ X 11** **8 ½ X 14** **11 X 14**	**$**	**.50/per page**
3)	**Road Maps** **Zoning Maps and** **Subdivision Ordinances**	**In accordance with** **"Fee Schedule"**	

4) **Other Documents including requests for certification of documents based upon actual duplication costs and/or reasonable estimates thereof.**

(Pennsylvania) Office of Open Records: **Commonwealth Keystone Building**
400 North Street, Plaza Level
Harrisburg, PA 17120-0225
717-346-9903 phone

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