



GUILFORD TOWNSHIP SUPERVISORS

115 Spring Valley Road
Chambersburg, Pennsylvania 17202
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(717) 264-0077 (Zoning)

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Website: www.guilfordtwp.us

SUPERVISORS

Don Clapper, *Administrative Officer*
Ted Bittinger, *Roadmaster*
Mike Ferguson, *Norlo Maintenance Manager*

Shannon Malott, *Secretary/Treasurer*
Bill Green, *Zoning Officer*
Pat Holden, *Assistant Zoning Officer/GIS*

RIGHT-TO-KNOW-REQUEST FORM

DATE OF REQUEST: _____

NAME OF REQUESTOR: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ EMAIL: _____

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requestors are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

DO YOU WANT COPIES? YES or NO (there is a charge per page)

DO YOU WANT TO INSPECT THE RECORDS ON SITE AT THE TOWNSHIP? YES or NO

DO YOU WANT CERTIFIED COPIES OF THE RECORDS? YES or NO (there is a charge per page)

Please notify me if fees associated with this request will be more than \$100 (or) \$ _____.

FOR INTERNAL USE ONLY BELOW

RIGHT TO KNOW OFFICER: **Shannon Malott**

DATE RECEIVED BY THE AGENCY:

AGENCY RESPONSE DUE DATE (5 DAYS):

REQUEST WAS: GRANTED DENIED COST TO REQUESTOR: \$ _____.

DATE REQUEST WAS COMPLETED: