



HILLTOWN TOWNSHIP
13 West Creamery Road
P.O. Box 260
Hilltown, PA 18927
(215) 453-6000 Fax: (215) 453-1024

REQUEST TO REVIEW TOWNSHIP PUBLIC RECORDS

Requests to review Hilltown Township public records must be made in writing to the Township's Open Record Officer on a form provided by the township. All deemed public records shall be available for inspection, retrieval, and duplication at the Hilltown Municipal building during established business hours of Monday – Friday, 8:00 a.m. to 4:00 p.m., with the exception of weekends and holidays.

The open records officer shall review all written requests, and as soon as possible, but no later than five (5) business days after receiving a written request. The Open Records Officer shall respond to such request in writing, consistent with Act 3 of 2008, the Right-to-Know-Law.

Date Requested: _____

Name of Requester: _____

Requestors Address: _____

Phone Number: _____ **Email Address:** _____

Signature of Requester: _____

(Please be specific and provide as much detail as possible)

Records Requested:

Do you want a Certified Copies of Record: Yes _____ No _____
Do you want to inspect the records: Yes _____ No _____
Do you want copies: Yes _____ No _____

Date Approved by Right-to-Know-Officer: _____

Date Received by Hilltown Township: _____

Hilltown Township five (5) Day Response Due Date: _____

Open Record Officer Signature: _____