



**EAST HANOVER TOWNSHIP**  
**8848 Jonestown Road**  
**Grantville, PA 17028**  
**717-469-0083 \* 717-469-1442 (fax)**

**RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: \_\_\_\_\_

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

NAME OF REQUESTOR: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP (Required): \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_

RECORDS REQUESTED: \*Provide as much specific detail as possible so the agency can identify the information

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DO YOU WANT TO INSPECT THE RECORDS?            YES            NO

DO YOU WANT COPIES?            YES            NO

DO YOU WANT CERTIFIED COPIES OF RECORDS?            YES            NO

RIGHT TO KNOW OFFICER:            DAWN EPPINGER, ADMINISTRATIVE ASSISTANT

DATE RECEIVED BY THE AGENCY: \_\_\_\_\_

AGENCY FIVE (5)-DAY RESPONSE DUE: \_\_\_\_\_

TOTAL COST \_\_\_\_\_

DATE REQUEST FULLFILLED \_\_\_\_\_ STAFF MEMBER \_\_\_\_\_

DATE INFORMATION:            Picked up \_\_\_\_\_            Faxed \_\_\_\_\_

   Mailed \_\_\_\_\_            E-Mailed \_\_\_\_\_

FEES:            Copies \$.10 per page            Fax copies \$.50 per page  
                         Copies on disk - \$1.00            Copies on CD - \$2.00  
                         E-mail copies \$1.00 per transaction            Mailed copies – postage

\*\*Public bodies may fill anonymous, verbal, or written requests. If the requestor wishes to pursue the relief and remedies provided for by State law, the request must be in writing. Written requests need not include an explanation why information is sought or the intended use of the information, unless otherwise required by law.