



MILLERSVILLE BOROUGH RIGHT-TO-KNOW INFORMATION AND POLICIES

GENERAL INFORMATION

The Pennsylvania Right-to-Know Law (RTKL) provides citizens with access to public records maintained by government agencies. Please read this information carefully before completing your request. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

SUBMISSION INFORMATION

Requests for inspection and/or duplication of public records shall be made to the Borough Open-Records Officer. Requests may be made in person at the Borough office, by mail, by fax, or by email.

Open Records Officer: Borough Manager

Office Location: 100 Municipal Drive, Millersville, PA 17551

Phone: (717) 872-4645 **Fax:** (717) 872-1895

Email: millersville@millersvilleborough.org

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM (except holidays)

BOROUGH POLICIES

- It is the intent of the Borough to comply in all respects with the Pennsylvania RTKL. In order to process a request for inspection and/or duplication of a public record, the Borough requires sufficient and specific information to identify the record. The Borough may deny a request if there is inadequate information for the Borough to identify the specific record requested.
- The Borough is not required to and will not compile lists, prepare summaries, or create documents that do not exist. The Borough will provide access to and duplication of existing Borough records which are public records under the RTKL.
- Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. The Borough does not guarantee the requested record is available or can be made available in any other format. See Section 701 of the RTKL. Your request may require payment or prepayment of fees. View the Official RTKL Fee Schedule for more details.
- NO ANONYMOUS REQUESTS WILL BE ACCEPTED
- Applicants have 15 business days to appeal after a request is denied or deemed denied.

**COMPLETE THE ATTACHED TWO-PAGE REQUEST FORM AND
RETAIN COPIES FOR YOUR RECORDS.**



MILLERSVILLE BOROUGH RIGHT-TO-KNOW LAW REQUEST FORM

INSTRUCTIONS

Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO: Millersville Borough (Attn: Borough Manager)

Date Request Submitted: _____ Submitted via: In Person U.S. Mail Fax Email

PERSON MAKING REQUEST:

Full Name: _____

***NO ANONYMOUS REQUESTS WILL BE ACCEPTED**

Company (if applicable): _____

Please send response via: Email U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703 of the RTKL.

Telephone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.

DO YOU WANT COPIES? Yes, printed Yes, electronic No, in-person inspection

I understand that my request may incur fees. Notify me before further processing if fees will be more than \$100 (or) \$_____.

Do you want certified copies? Yes (*may be subject to additional costs*) No

Retain a copy of **both** pages of this form.

