

# RIGHT-TO-KNOW REQUEST FORM

**TINICUM TOWNSHIP**  
 163 MUNICIPAL ROAD  
 PIPERSVILLE, PA 18947  
 PHONE: 610-294-9154 FAX: 9889  
 EMAIL: RTK@tinicumbucks.org  
 HOURS: M, T, TH, F 9-5 & W 9-NOON



PERSON MAKING REQUEST			
Date of Request:	Request Submitted by: <input type="checkbox"/> Email <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Fax <input type="checkbox"/> In-Person		
Your Name:	Company (if applicable):		
Your Mailing Address:			
City:	State:	Zip:	
Phone:	Email:		

RECORDS REQUESTED
<p><i>Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. If requesting property files please provide address and or parcel number. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.</i></p> <p><b>Right-To-Know requests that request opinions and/or zoning questions will not be accepted.</b></p>

Do you want to inspect the records in person? (You may request copies at that time)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you want copies? (Cost per page: 25¢ black & white / 50¢ color for 8.5" x 11" or 8.5" x 14")	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you want certified copies of records? (\$5 per record plus notarization fees)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Information concerning copies:</u>		
<ul style="list-style-type: none"> <li>No electronic copies are available, but you are welcome to bring your cell phone and take pictures of documents in the file.</li> <li>Copies can be made up to 11" x 17". Larger plan documents must be sent out and the applicable actual fees will be charged.</li> <li>If mailed, cost of first class postage will be included.</li> <li>Fees must be paid in advance by check made out to "Tinicum Township" or in cash with Exact Change. No credit cards accepted.</li> </ul>		

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.

FOR OFFICE USE ONLY	
Date Request Received:	Response Due (5 bus. days):
30-Day Extension <input type="checkbox"/> Yes <input type="checkbox"/> No	30-Day Extension Due Date:
Date Requester Reviewed:	Date Request Expired (90 days):
Request was: <input type="checkbox"/> Granted <input type="checkbox"/> Partially Granted & Denied <input type="checkbox"/> Denied	Cost to Requester: \$
<input type="checkbox"/> Appropriate third parties notified and given an opportunity to object to the release of requested records.	
Notes:	

Note:

- In most cases, a completed RTKL request form is a public record. More information about the RTKL is available at <https://www.openrecords.pa.gov>
- Tinicum Township reserves the right to deny an anonymous request.
- Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied

**Tinicum Township, Bucks County**  
**Right-To-Know Policy**

**Open Records Officer**

Tinicum Township Board of Supervisors on behalf of the Township designates the Township Manager as Tinicum Township Open Records. The Open Records Officer (ORO) may be reached at 163 Municipal Road, Pipersville, PA 18947, phone 610-294- 9154, fax 610-294-9889, or email [rtk@tinicumbucks.org](mailto:rtk@tinicumbucks.org).

**General**

All documents deemed public records for review and duplication will be made available in some form during established business hours, 10am to 4pm Mondays and Fridays and 9am to noon Wednesdays, with the exception of holidays and weekends. For in person reviews may take place in the building per appointment.

Requests shall be made in writing to the Township Open Records Officers on the form provided by the Township. A Request must describe each requested record with sufficient specificity for the ORO to determine which record is being requested and whether it is in ORO possession. Right to Know requests for zoning opinions and/or zoning questions will not be accepted. The Township reserves the right to deny an anonymous request.

**Fees**

Paper copies shall be .25 cents per page per side. The certification of a record is \$1 per record. Specialized documents included, but not limited to blue prints, color copies, and non-standard sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. The Township shall require prepayment if the total fees are estimated to exceed \$100. For extremely large files or documents that cannot be easily scanned or copied (sizes larger than 11 x 17) additional time may be required or in person review of the documents may be scheduled and additional fees incurred.

**Response**

The Township shall make a good faith effort to provide the requested public record(s) as promptly as possible. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft, damage, and/or modification. The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer shall respond to such requests in writing consistent with Act 3 of 2008, the Right-to-Know Law.

**Contact Information for Appeals**

If a written request is denied or deemed denied, the requester may file an appeal in writing to the Officer of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120. Appeals of criminal records shall be made to the District Attorney of Bucks County, Bucks County Justice Center, 100 North Main Street, Doylestown, PA 18901.

**Appeals Process**

The appeal shall be filed within 15 business days of the mailing date of the Township's response or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts the record is a public record and shall address any grounds stated by the Township in delaying or denying the request.