



# Swarthmore

BOROUGH

121 Park Avenue  
Swarthmore, Pennsylvania 19081  
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Email [borough\\_manager@comcast.net](mailto:borough_manager@comcast.net)  
[www.swarthmorepa.org](http://www.swarthmorepa.org)

## **OPEN RECORDS OFFICER OF SWARTHMORE BOROUGH**

William Webb  
Borough Manager/Secretary  
Swarthmore Borough  
121 Park Avenue  
Swarthmore, PA 19081  
Phone: 610-543-4599  
Fax: 610-543-1833  
[swarthmore2@comcast.net](mailto:swarthmore2@comcast.net)

## **PENNSYLVANIA OFFICE OF OPEN RECORDS**

Pennsylvania Office of Open Records  
Commonwealth of Pennsylvania  
Office of Open Records  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg, PA 17120-0225  
Phone: 717-346-9903  
Fax: 717-425-5343  
[openrecords@pa.gov](mailto:openrecords@pa.gov)

The Right-to-Know Request Form and detailed information about the Borough's Open Records Act/Right-to-Know Policies and Procedures can be obtained at the Swarthmore Public Library, the Borough Office, and on the Borough website ([www.swarthmorepa.org](http://www.swarthmorepa.org)). Requests may be submitted in person, by mail, by fax, or as an attachment to an email.



# pennsylvania

OFFICE OF OPEN RECORDS

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

REQUEST SUBMITTED BY: EMAIL \_\_\_ U.S. MAIL \_\_\_ FAX \_\_\_ IN PERSON \_\_\_

REQUEST SUBMITTED TO (Agency name & address) \_\_\_\_\_

NAME OF REQUESTER: \_\_\_\_\_

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

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

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

RECORDS REQUESTED: Provide as much specific detail as possible so the agency can identify the information. *Please use additional sheets if necessary.*

**DO YOU WANT COPIES: YES OR NO**

**DO YOU WANT TO INSPECT THE RECORDS? YES OR NO**

**DO YOU WANT CERTIFIED COPIES OF RECORDS? YES OR NO**

**DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100.00? YES OR NO**

**\*\*PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES\*\***

**\*\*IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL\*\***

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***FOR AGENCY USE ONLY***

**OPEN RECORDS OFFICER:**

I HAVE PROVIDED NOTICE TO APPROPRIATE THIRD PARTIES AND GIVEN THEM AN OPPORTUNITY TO OBJECT TO THIS REQUEST.

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

**AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:** \_\_\_\_\_

**\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702). Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703).**