



Swarthmore

BOROUGH

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Swarthmore, Pennsylvania 19081
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OPEN RECORDS OFFICER OF SWARTHMORE BOROUGH

William Webb
Borough Manager/Secretary
Swarthmore Borough
121 Park Avenue
Swarthmore, PA 19081
Phone: 610-543-4599
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elise@swarthmorepa.org

PENNSYLVANIA OFFICE OF OPEN RECORDS

Pennsylvania Office of Open Records
Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225
Phone: 717-346-9903
Fax: 717-425-5343
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). 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 ___ INPERSON ___

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****

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).**