

Quarryville Borough Authority  
300 Saint Catherine Street  
Quarryville, PA 17566  
(717) 786-2404

## REQUEST FOR INSPECTION AND/OR DUPLICATION OF PUBLIC RECORDS

Requests for inspection and/or duplication of public records shall be made to the Open-Records Officer. Requests may be made in person at the Authority Office at 300 Saint Catherine Street, Quarryville, Pennsylvania, during normal business hours (Monday through Friday from 7:00 AM to 4:00 PM); by mail to 300 Saint Catherine Street, Quarryville, PA, 17566; by fax to (717) 786-0154; or by email to office@quarryvilleborough.com

The Authority is not required to and will not compile lists, prepare summaries, or create documents that do not exist. The Authority will provide access to and duplication of existing Authority records which are public records under the Right-to-Know Law.

Name (Optional): \_\_\_\_\_

Address (Optional): \_\_\_\_\_

City/State (Required): \_\_\_\_\_

Daytime Telephone Number (Optional): \_\_\_\_\_

Fax Number (Optional): \_\_\_\_\_

I am submitting this request by:  Mail  Fax  E-mail  In Person

**It is the intent of the Authority to comply in all respects with the Pennsylvania Right-to-Know Law. In order to process a request for inspection and/or duplication of a public record, the Authority requires sufficient and specific information to identify the record. The Authority may deny a request if there is inadequate information for the Authority to identify the specific record requested. Please provide as much of the following requested information as possible:**

Type of document (e.g. contract, resolution, meeting minutes, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Subject of document (e.g. sewage system fees, permit for a specifically identified property, decision, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approximate date or dates of documents (should be within a three to six month time frame): \_\_\_\_\_

Please state any other information which you believe would assist the Authority in identifying the public record which you seek: \_\_\_\_\_

I wish to examine this public record at the Authority Office:  Yes  No

I wish to obtain a copy of this public record:  Yes  No

Unless otherwise requested, the Authority will provide (1) a reference to the web site address when the requested record is available on a web site or, (2) if not available on the Internet, paper photocopies of public records. The Authority does not guarantee a requested record is available or can be made available in any other format.

I wish a copy of the public record in the following format or media if possible: \_\_\_\_\_

I wish the Authority to mail a copy of this public record to me:  Yes  No

I wish the public record to be mailed to the following address: \_\_\_\_\_

The name and contact information for the Quarryville Borough Authority Open-Records Officer is as follows:

Michelle L. Evans, Assistant Borough Manager/Secretary  
Quarryville Borough Authority  
300 Saint Catherine Street  
Quarryville, PA 17566  
(717) 786-2404

The hours of the Open-Records Officer are Monday through Friday from 7:00 AM until 3:30 PM.

I acknowledge that the Authority may impose fees pursuant to Section 1307 of the Right-to-Know Law to fulfill this request. I acknowledge that the Authority does not have to provide me with the copies (if any) I have requested until I pay the fees in full. If the fees are required to fulfill the request are expected to exceed \$100.00, I acknowledge that the Authority may require that I prepay an estimate of the fees prior to granting my request for access in accordance with the Right-to-Know Law.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature (Optional if requesting to examine documents or pick up documents; Mandatory if requesting documents be mailed)

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**For Authority Use Only**

Date of Receipt: \_\_\_\_\_

Computation of Expiration of five-day period to extend: \_\_\_\_\_

A copy of this request shall, pursuant to Section 502(b)(2)(iii) of the Law, be maintained until the request has been fulfilled. If the request is denied, a copy shall be maintained for thirty (30) days or, if an appeal is filed, until a final determination is issued under Section 1101(b) of the Right-to-Know Law or the appeal is denied.