

**LONDONDERRY TOWNSHIP
REQUEST FOR PUBLIC RECORDS**

Access to public records is governed by statute, currently Pennsylvania Act 3 of 2008, signed on February 14, 2008 and effective December 31, 2009 (the "Act"). The Township's procedure governing requests for public records described in this request form are based upon the directives contained in the Act and by Resolution No. 2009-03 adopted by the Londonderry Township Board of Supervisors on April 14, 2009.

Records are accessible during regular business hours (Mon – Thurs, 10:00 AM–1:00 PM)

REQUESTERS INFORMATION: **Date of Request:** _____

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Fax:** _____

E-mail: _____

Description of Records Requested: *Please identify or describe all public records with sufficient specificity to enable the Open Records Officer to determine the records being requested. Please include information relative to the record (date, ordinance number, plan, or land development name, etc.) If necessary use additional pages.*

Instructions: Circle One **Pick-up** **Fax** **Mail** **Disk** **E-mail**

I certify that I am a legal resident of the United States.

Signature of Requester

FOR OFFICE USE ONLY

Date Processed: _____ **Applicable Fees:** \$ _____

Method of Delivery to Requester: Circle one
In person at LDT **US Mail** **Electronic Submission** **Other** _____