

**MANHEIM TOWNSHIP, YORK COUNTY  
REQUEST FOR PUBLIC RECORD(S)**

DATE \_\_\_\_\_ REQUESTER \_\_\_\_\_

SUBMITTED VIA: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

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

Attn: Open Records Officer

DELIVERY INFORMATION (Fax, e-mail or address, if copies requested)

FEES: Copies – \$.25 per page  
Fax request – Cost  
Copies on disk – Cost  
E-mail copies – Cost  
Mailed copies – Cost

Date received by Manheim Township:

\_\_\_\_\_

Five Business Day Response Due:

\_\_\_\_\_

DESCRIPTION OF DOCUMENTS REQUESTED  
(Indicate "inspection only" if copies are not desired)

NO. OF COPIES


INDICATE MEDIA AND DELIVERY CHOICE BELOW

Copies \_\_\_\_\_ \*Disk \_\_\_\_\_ MAIL or PICK UP (Circle One)

Fax \_\_\_\_\_ \*E-Mail \_\_\_\_\_ \*Not all files are available in electronic format

Certification of True & Correct?  \$1.00 Fee per Record

**COSTING FOR MANHEIM TOWNSHIP USE ONLY**

Record/Page quantity \_\_\_\_\_ Redacted page quantity \_\_\_\_\_

Media and/or Delivery Charge \_\_\_\_\_ Certification \_\_\_\_\_

**TOTAL CHARGE \$ \_\_\_\_\_**