



Est. 1812 ★ Beaver County, PA

Chairman Brian Herron • Road Master Merry M Smith • Vice Chairman Michael Messner

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Administrative Secretary/Treasurer Kimberly A Moore

## RIGHT TO KNOW INFO

*Requests must be made in writing, on a form provided by the Township or on a uniform request form.*

**OPEN RECORDS OFFICER: KIMBERLY A MOORE**

262 Pittsburgh Grade Rd  
Hookstown, PA 15050  
724.573.1111 (phone)  
724.573.5690 (fax)  
Email: [Kamoore22@greenetwp.comcastbiz.net](mailto:Kamoore22@greenetwp.comcastbiz.net)

**PENNSYLVANIA OFFICE OF OPEN RECORDS**

Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg, PA 17120-0225  
717.425.5343 (fax)  
Web: [openrecords.pa.gov](http://openrecords.pa.gov)  
Email: [openrecords@pa.gov](mailto:openrecords@pa.gov)

*The following fees may apply:*

- Copies produced: \$ .25 for each b/w copy and \$ .50 for each color copy
- Document Certifications: \$1.00 each
- Faxing \$ .25 per page
- US Postal Service Actual cost of postage to mail documents



**RIGHT TO KNOW REQUEST FORM**

DATE OF REQUEST:

SUBMITTED BY:  Email  US mail  Fax  In Person

NAME OF REQUESTOR:

STREET ADDRESS:

CITY/STATE/COUNTY (required)

TELEPHONE (optional)

RECORDS REQUESTED:

DO YOU WANT COPIES?  yes  no

DO YOU WANT TO INSPECT THE RECORDS?  yes  no

DO YOU WANT CERTIFIED COPIES OF RECORDS?  yes  no

RIGHT TO KNOW OFFICER Kimberly A. Moore, Admin Secretary/Treasurer

DATE RECEIVED BY THE AGENCY \_\_\_\_\_

AGENCY FIVE (5) 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 of why the information is sought or the intended use of the information unless otherwise required by law (Section 703).*

