

**Township of Upper Paxton, Dauphin County, Pennsylvania
Right-To-Know Request Form**

To: Randy Witmer, Open Records Officer
Upper Paxton Township Building
506 Berrysburg Road
Millersburg, PA 17061
(717) 692-4655
(717) 692-7031 FAX

Name of Requestor: _____

Address of Requestor: _____

Telephone # of Requestor: (optional) _____

Records Requested:

Provide as much specific detail as possible so the Township can identify the records.

Do you want to inspect the original records: Yes or No

Do you want copies: Yes or No

Do you want certified copies of records: Yes or No

Signature of Requestor

Date

FOR TOWNSHIP USE ONLY

Date received by Township: _____

Request submitted by: U.S. Mail, Fax, In Person

Township Response Due: _____

Right to Know Officer: _____