

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

To: Luanna Zimmerman, 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

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**FOR TOWNSHIP USE ONLY**

Date received by Township: \_\_\_\_\_

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

Township Response Due: \_\_\_\_\_

Right to Know Officer: \_\_\_\_\_