

**Borough of Palmyra**  
325 South Railroad Street  
Palmyra, PA 17078  
(717) 838-6361

**REQUEST FOR INSPECTION AND/OR DUPLICATION OF PUBLIC RECORDS**

Requests for inspection and/or duplication of public records shall be made to the Open-Records Officer. Requests may be made in person at the Borough office at 325 South Railroad Street, Palmyra, Pennsylvania, during normal business hours (Mondays through Fridays from 8:00 AM until 4:30 PM); by mail to 325 South Railroad Street, Palmyra, PA 17078; or by fax to (717) 838-1051; or by e-mail to [openrecords@palmyraborough.org](mailto:openrecords@palmyraborough.org).

The Borough is not required to and will not compile lists, prepare summaries, or create documents that do not exist. The Borough will provide access to and duplication of existing Borough records which are public records under the Right-to-Know Law.

Name (Optional): \_\_\_\_\_

Address (Optional): \_\_\_\_\_

City/State (Required): \_\_\_\_\_

Daytime Telephone Number (Optional): \_\_\_\_\_

Fax Number (Optional): \_\_\_\_\_

I am submitting this request:     By Mail     By Fax     In Person     E-mail

**It is the intent of the Borough to comply in all respects with the Pennsylvania Right-to-Know Law. In order to process a request for inspection and/or duplication of a public record, the Borough requires sufficient and specific information to identify the record. The Borough may deny a request if there is inadequate information for the Borough to identify the specific record requested. Please provide as much of the following requested information as possible:**

Type of document (e.g. ordinance, resolution, meeting minutes, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject of document (e.g. sewage system ordinance, building permit for a specifically identified property, Zoning Hearing Board decision, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate date or dates of documents (should be within a three to six month time frame):

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Please state any other information which you believe would assist the Borough in identifying the public record which you seek:

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I wish to examine this public record at the Borough office:       Yes       No

I wish to obtain a copy of this public record:                       Yes       No

Unless otherwise requested, the Borough will provide (1) a reference to the web-site address when the requested record is available on a web site or, (2) if not available on the Internet, paper photocopies of public records. The Borough does not guarantee a requested record is available or can be made available in any other format.

I wish a copy of the public record in the following format or media if possible:

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I wish the Borough to mail a copy of this public record to me:       Yes       No

I wish the public record to be mailed to the following address:

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The name and contact information for the Palmyra Borough Open-Records Officer is as follows:

Roger E. Powl, Borough Manager  
Borough of Palmyra  
325 South Railroad Street  
Palmyra, PA 17078  
(717) 838-6361

The hours of the Open-Records Officer are Mondays through Fridays from 8:00 AM until 4:30 PM.

I acknowledge that the Borough may impose fees pursuant to Section 1307 of the Right-to-Know Law to fulfill this request. I acknowledge that the Borough does not have to provide me with the copies (if any) I have requested until I pay the fees in full. If the fees required to fulfill the request are expected to exceed \$100.00, I acknowledge that the Borough may require that I prepay an estimate of the fees prior to granting my request for access in accordance with the Right-to-Know Law.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature (Optional if requesting to examine documents  
or pick up documents; Mandatory if requesting  
documents be mailed)

**For Borough Use Only**

Date of Receipt: \_\_\_\_\_

Computation of Expiration of five-day period to respond: \_\_\_\_\_

Approved – Date: \_\_\_\_\_ Request Number: \_\_\_\_\_

Copies: \_\_\_\_\_ Postage: \_\_\_\_\_ Disk: \_\_\_\_\_ Fax: \_\_\_\_\_

Date Information Sent to/Reviewed by Requestor: \_\_\_\_\_ Total Cost: \_\_\_\_\_

Denied – Date Notice Mailed: \_\_\_\_\_

Additional Review – Date Notice Mailed: \_\_\_\_\_

Staff Member's Initials: \_\_\_\_\_

A copy of this request shall, pursuant to Section 502(b)(2)(iii) of the Law, be maintained until the request has been fulfilled. If the request is denied, a copy of shall be maintained for thirty (30) days or, if an appeal is filed, until a final determination is issued under Section 1101(b) of the Right-to-Know Law or the appeal is denied.