



1/21/09

pennsylvania

OFFICE OF OPEN RECORDS
WORCESTER TOWNSHIP, MONTGOMERY COUNTY



STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: James E. McHugh

STREET ADDRESS: _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information.*

See attached letter.

DO YOU WANT COPIES? YES or NO NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO YES

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO NO

RIGHT TO KNOW OFFICER: TOWNSHIP MANAGER OR ASSISTANT MANAGER

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

John Cornell
Worcester Township Manager
Worcester Township
1721 Valley Forge Road
P.O Box 767
Worcester PA 19490

Hand Delivered

1/21/09

Mr. Cornell,

Please consider this a request under PA's new Open Records Law.
I would like to review the following –

1. Worcester Township's Open Records Policy.
2. Any policies and/or procedures and/or documents relating to maintenance of any and/or all Township and/or public records including emails.
3. Any policies and/or procedures and/or documents relating to the destruction of any and/or all Township and/or public records including emails.


James L. Mollick