



MUNICIPALITY OF NORRISTOWN

RIGHT-TO-KNOW REQUEST FORM

In accordance with the Pennsylvania Right-To-Know Law (Act 3 of 2008), The Municipality of Norristown is responsible for ensuring that residents have access to public records.

DATE OF REQUEST:				DATE RECEIVED:		
REQUEST SUBMITTED BY:	<input type="checkbox"/> In-Person	<input type="checkbox"/> E-Mail	<input type="checkbox"/> U.S. Mail	<input type="checkbox"/> Fax		
NAME OF REQUESTER:						
ADDRESS:						
CITY / STATE / ZIP CODE:				COUNTY:		
PHONE (HOME):			CELL:			
EMAIL:						

REQUEST FOR RECORDS:

The Right-To-Know Law guarantees the right of residents to access and obtain copies of public records from government agencies. Agencies, organizations, and corporate entities may also request records.

WHAT RECORDS ARE YOU REQUESTING? *Please describe the records you want in as much detail as possible

The Right-To-Know Law grants the Municipality **FIVE (5)** Business Days to respond to your request. Should the Municipality find it necessary, a THIRTY (30) day extension may be allotted to the agency to respond.

Do You Want to Inspect the Records? Please note, you have to remain in the building unless you obtain copies of the records.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Would You like Copies (\$0.25/page)? Please note, electronic copies of free	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do You Need Certified Copies? (Copy costs + \$5.00 Certification Fee)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

CONTACT INFORMATION:

Right-To-Know Officer: Crandall O. Jones, ICMA-CM
Municipal Administrator
Phone: 610-270-0421
Fax: 610-275-0687

Mailing Address: Office of the Administrator
Municipality of Norristown
235 E. Airy Street
Norristown, PA 19401

Please visit the municipal website to submit a request online: <http://www.norristown.org/right-to-know.html>



MUNICIPALITY OF NORRISTOWN

RIGHT-TO-KNOW QUESTIONS

WHAT RECORDS CAN BE REQUESTED?

The Right-To-Know Law guarantees the right of residents to access and obtain copies of public records from state and local government agencies. The Law defines a “record” as “information, regardless of physical form, that documents a transaction or activity of an agency and that is created, received or retained pursuant to law or in connection with a transaction, business, or activity of the agency.”

****EXAMPLES OF RECORDS THAT CAN BE REQUESTED****

- Financial Records
- Proposed and Approved Ordinances / Resolutions
- Minutes of Public Meetings
- Public Hearing Transcripts
- Annual Budgets
- Audit Reports
- Administrative Manuals
- Meeting Calendars
- Grant Applications
- Municipal Contracts
- Agreements
- 911 Response Logs
- Voting Records

****These are only a few examples of records that may be requested****

EXCEPTIONS TO THE LAW:

Some public records are exempt from the Right-To-Know Law and access can be denied when requested. It is the responsibility of the Municipality’s Right-To-Know to decide whether requested records are exempt from the Law and eligible to be denied to the public. If a request is denied, the Municipality must inform requesters as the reason the requested records are not accessible to the public.

****INFORMATION NOT AVAILABLE TO THE PUBLIC****

- Staff Social Security and Driver’s License Numbers
- Personal Phone Numbers
- Personal Financial Information
- Home Addresses of Staff
- Staff Family Information
- Information of Minors
- Real Estate Appraisals
- Draft Proposals, Contracts, or Municipal Document
- Social Services Records
- Investigative Records
- Labor Negotiation Records
- Pre-Decisional Deliberations
- Any record that, if disclosed, would result in the loss of funds, or would compromise / endanger the safety or security of a building, public utility, infrastructure, information storage system, or that of an individual.

****These are only a few examples of records that are exempt from the Right-To-Know Law****

Be sure to check the Pennsylvania Office of Open Records to learn more about the Right-To-Know Law as well as public records that are considered exemptions to the law.

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To Whom It May Concern:

Pursuant to the Pennsylvania Right to Know Act, I hereby request the following records:

All current policies maintained by the department regarding use of force.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

Sincerely,

Katie Ryan