



HAVERFORD TOWNSHIP POLICE DEPARTMENT

1010 Darby Road Havertown, Pennsylvania 19083

Right to Know Policy

It is the policy of the Haverford Township Police Department to comply with the Pennsylvania Right to Know Act, (Act 3 of 2008). In accordance with the Act, the Department establishes the following procedures:

1. Requests for access to public records shall be directed to the Deputy Chief of Police, care of the Records Office, Haverford Police Department. This office is open between the hours of 8 a.m. and 4 p.m. Monday through Friday, with the exception of holidays. Records Office may be reached by phone at 610-853-1298.
2. The requestor shall complete the Record Request Form. Requests shall be processed in accordance with the Act. If the record requested is not a “public record” or is not subject to disclosure for other reasons, the requester shall be so notified in accordance with the Act.
3. If, after review, it is determined that the requested record shall be provided, the requester shall be charged the applicable fee for any copies of the requested record. Applicable fee schedules can be provided by the Records Office personnel.



Township of Haverford

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

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

NAME OF REQUESTOR: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

INSTRUCTIONS FOR REQUESTED RECORDS: FAX MAIL DISK E-MAIL PICK-UP

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

X

Requestor's Signature

For Office Use Only

OPEN-RECORDS OFFICER: _____ DATE RECEIVED: _____

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: _____

Copies _____ Postage _____ Disk _____

TOTAL COST: \$ _____

DATE REQUEST FULFILLED: _____ INITIALS OF STAFF MEMBER: _____