

Upper Moreland Township
117 Park Avenue
Willow Grove, PA 19090
Administration phone and fax number
215-659-3100/Fax: 215-659-7363
Police Dept. Fax: 215- 659-1603

PUBLIC RECORD REQUEST / DOCUMENT REVIEW / DUPLICATION FORM

To: Open Records Officer **Date:** _____

From: **Name:** _____

Address: _____

Phone / Fax: _____

Email: _____

Note that you must identify or describe the requested records with sufficient specificity to allow the Township to determine what records are being requested. Attach additional sheets if necessary. You may deliver this to the Township Office in person or by mail, or Fax it to (215) 659-7363; Police references fax to (215) 659-1603.

I hereby request to (circle one or both) **Review / Receive** Copies of the following records:

Signature of Requestor

Date

FOR OFFICIAL USE ONLY

Date Received: _____ **Name of Person Receiving:** _____

Date Response Due (5 days from Date Received): _____

Action Taken:

_____ **Notice of Electronic availability.**

_____ **Approved**

_____ **Denied**

_____ **Extension Requested**

Date Response Sent to Requestor: _____

UPPER MORELAND TOWNSHIP

Public Records Access Checklist

_____	Review and Log In Request Form	BY: _____
_____	Record Date for Response	BY: _____
_____	Record Date Sent To Open Records Officer:	BY: _____
_____	Record Date Received by Open Records Officer	BY: _____
_____	Record Date Response mailed to Requestor	BY: _____
_____	Record Type of Response sent to Requestor	BY: _____
_____	Record date sent to Reviewer/Off Site Records Manager	BY: _____