



PENN TOWNSHIP BOARD OF SUPERVISORS  
100 Municipal Building Road  
Duncannon, PA 17020-1100

Township Office 834-5281

Fax 834-6854

E-Mail: Penntownship@embarqmail.com

**DO YOU WANT COPIES?** YES or NO

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

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

**RIGHT TO KNOW OFFICER:** Helen Klinepeter, 100 Municipal Building Road, Duncannon, PA 17020, (717) 834-5281, email: penntownship@embarqmail.com

**DATE RECEIVED BY THE AGENCY:** \_\_\_\_\_

**Records Received (if in person):** \_\_\_\_\_

*\*\*\*Public bodies must 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.)*