

## **PLAINFIELD TOWNSHIP OPEN RECORDS POLICY**

1. OPEN RECORDS OFFICER: Joyce Lambert  
6292 Sullivan Trail  
Nazareth, PA 18064  
610-759-6944
  
2. OFFICE OF OPEN RECORDS: Terry Mutchler, Executive Director  
Office of Open Records  
Commonwealth Keystone Building  
400 North Street  
4<sup>th</sup> Floor  
Harrisburg, PA 17120
  
3. FOR CRIMINAL RECORDS: John M. Morganelli, District Attorney  
County of Northampton  
669 Washington Street  
Easton, PA 18042  
610-559-3020
  
4. SAMPLE OPEN RECORDS REQUEST FORM: See attached.
  
5. REGULATIONS, POLICIES AND PROCEDURES OF PLAINFIELD TOWNSHIP: See attached Ordinance.

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:**

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

**NAME OF REQUESTOR :** \_\_\_\_\_

**STREET ADDRESS :** \_\_\_\_\_

**CITY/STATE/COUNTY (Required):** \_\_\_\_\_

**TELEPHONE (Optional):** \_\_\_\_\_

**RECORDS REQUESTED:**

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

**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**

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**RIGHT TO KNOW OFFICER:**      JOYCE A. LAMBERT

**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.)*

SIGNATURE