

Exeter Township
Berks County, Pennsylvania
4975 DeMoss Road
Reading PA 19606
www.exetertownship.com



Office: 610-779-5660
Fax: 610-779-5950
Engineering: 610-779-5702
Fire Marshal: 610-779-4888
Parks & Rec.: 610-406-0263
Police: 610-779-1490
Treatment Plant: 610-582-8300

EXETER TOWNSHIP

Board of Supervisors

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: _____

TELEPHONE: _____

E-MAIL (Optional): _____

RECORDS REQUESTED:

**Provide as much specific detail as possible so the Township can identify the information and provide an accurate response.*

DO YOU WANT COPIES? YES or NO. *Please note that a charge of \$0.25 per page will be imposed. In the event that the copying fee is estimated by the Township to exceed \$100.00, the requestor will be required to prepay such estimate prior to granting a request.*

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO. *Please note that a charge of \$5.00 per page will be imposed.*

RIGHT TO KNOW OFFICER: John A. Granger

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE: