

## Right-to-Know Law

### Requesting Transparency Township Records

Requests for records must be addressed to the Agency Open Records Officer and can be submitted by email, fax, mail, or in person. The request should be specific and not seek answers to questions. After filing a request, a response will be issued within 5 business days.

Bethel Township's Open Records Officer is:

Jayne Seifrit,

Bethel Township

60 Klahr Rd

Bethel, PA 19507

Phone: 717-933-8813

Fax: 717-933-4642

Email: [betheltownship@comcast.net](mailto:betheltownship@comcast.net)

### Filing an Appeal

When a request is denied or deemed denial, a requester may file an appeal to the Pennsylvania Office of Open Records. The appeal must be filed within 15 business days of the denial or deemed denial date. The appeal must also include the request, agency denial if one exists, and address agency grounds that the request was denied. An appeals officer will determine if the record(s) is subject to public access.

An appeal may be filed to the Office of Open Records via its Online Appeal Form, email, fax, or in person at:

Office of Open Records

333 Market Street, 16<sup>th</sup> Floor

Harrisburg, PA 17101-2234

Phone: 717-346-9903

Fax: 717-425-5343

Email: [openrecords@pa.gov](mailto:openrecords@pa.gov)