

DAUPHIN COUNTY CONSERVATION DISTRICT REQUEST FOR INFORMATION

MAIL, EMAIL OR HAND DELIVER TO: OPEN RECORDS OFFICER
DAUPHIN COUNTY CONSERVATION DISTRICT
1451 PETERS MOUNTAIN ROAD
DAUPHIN PA 17018
rchristoff@dauphinc.org

REQUESTOR _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ FAX _____

E MAIL _____

DATE REQUESTED _____ IN PERSON _____ FAX _____ U.S. MAIL _____ E MAIL _____

RECORDS REQUESTED (PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE)

COPIES REQUESTED YES _____ NO _____
CERTIFIED COPIES IF APPLICABLE YES _____ NO _____
INSPECTION OF RECORDS REQUESTED YES _____ NO _____

OPEN RECORDS OFFICER _____

DATE REQUEST RECEIVED _____ RESPONSE DUE DATE (FIVE DAYS) _____ DATE OF RESPONSE _____

REQUEST: FULLFILLED _____ PARTIALLY FULLFILLED _____ DENIED _____ TIME EXTENSION REQUESTED _____

COPIES MAILED _____ VIA _____ FAXED _____ E MAILED _____

PICKED UP _____ DATE _____ BY _____

COPY CHARGE: _____ RECEIVED _____

RECORDS INSPECTED ON _____ BY _____

SUPERVISED BY _____

COMMENTS

