

1. REQUESTER INFORMATION				
REQUESTER				
ADDRESS				
CITY		STATE		ZIP
PHONE		FAX		
EMAIL				

2. INFORMATION REQUESTED				
INFORMATION OR DOCUMENTS REQUESTED – PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE				
PAPER COPIES	SCANNED COPIES	CERTIFIED COPIES	INSPECTION OF RECORDS	
COPIES MAY BE SUBJECT TO ALLOWABLE COPYING CHARGES				
CERTIFIED AND SCANNED COPIES MAY NOT BE AVAILABLE				
LARGE DOCUMENTS SUCH AS PLANS MUST BE SENT OUT FOR DUPLICATION AND ARE SUBJECT TO COPY CHARGES				

CONTACT THE OPEN RECORDS OFFICER IF YOU HAVE ANY QUESTIONS REGARDING A REQUEST

MAIL, EMAIL OR DELIVER COMPLETED FORM TO: OPEN RECORDS OFFICER
 DAUPHIN COUNTY CONSERVATION DISTRICT
 1451 PETERS MOUNTAIN ROAD
 DAUPHIN PA 17018
 rchristoff@dauphinc.org
 717-921-8100

DCCD USE ONLY

OPEN RECORDS OFFICER				
DATE RECIEVED		DATE DUE		RESPONSE DATE
REQUEST FULFILLED		REQUEST PARTIALLY FULFILLED		REQUEST DENIED
TIME EXTENSION REQUESTED		DATE REQUESTED		EXTENSION TO DATE
COPIES MAILED VIA				DATE
COPIES EMAILED TO				DATE
COPIES PICKED UP BY				DATE
COPY CHARGE				RECIEVED
RECORDS INSPECTED BY				DATE
SUPERVISED BY				

COMMENTS