

COUNTY OF FRANKLIN
Franklin County Commissioners' Office
Attn: Jean Byers, Open Records Officer
14 North Main Street
Chambersburg, PA 17201
Office #: (717) 261-3810
Fax #: (717) 267-3438
Email: jcbyers@co.franklin.pa.us

OPEN RECORDS REQUEST FORM

Date Requested: _____

Name of Requester

(Please print) Last First MI

Signature: _____

Mailing Address: _____

City State Zipcode

Telephone #: _____ **Fax #:** _____

Email Address: _____

Records Requested :

(* Please provide as much specific detail as possible so that we are able to determine which records are being requested. Use additional sheets if necessary.)

Please check one of the following boxes:

I am only requesting access to the documents identified above.

I am only requesting a copy of the documents identified above.

Date Received by the Agency: _____

Request Submitted By: _____ **E-Mail** **U.S. Mail** **Fax** **In-Person**

Agency Five (5) Day Response Due: _____

Date Record Request was Fulfilled: _____

*** 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.)*