



HARMONY BOROUGH PUBLIC RECORD REVIEW/DUPLICATION REQUEST

Please print legibly

Date of Request: _____ Requester's Telephone Number: _____

Requester's Name: _____

Requester's Address: _____

I request [] **review** [] **duplication** (check applicable boxes) of the following records. **Important:** You must identify or describe the records with sufficient specificity to enable the Borough to determine which records are being requested. (i.e., exact property address) Use additional sheets if necessary.

I certify that I am a legal resident of the United States:

Signature of Requester

Mailing Address (if different than above)

Requests may be submitted in person, by mail (217 Mercer Street, Harmony, PA 16037) or email (HarmonyBorough@zoominternet.net) to:

Amy Brown
Borough Secretary
Designee for Document Requests

TO BE COMPLETED BY BOROUGH:

Date Received: _____ Request No. _____ Date Completed: _____

Action Taken:	[<input type="checkbox"/>] Approved	Date of Approval: _____
	[<input type="checkbox"/>] Denied	Date Notice Mailed: _____
	[<input type="checkbox"/>] Other	Date Notice Mailed: _____

Duplication Costs:

Copies: 8 ½ x 11 # _____ @ .25 each: Amount: _____

Plans # _____ @ actual cost per page: Amount: _____

Electronic Conversion actual cost per page: Amount: _____

Total Amount: _____

Signature: _____

Date: _____