



**MARSHALL TOWNSHIP**  
**525 PLEASANT HILL ROAD, SUITE #100**  
**WEXFORD, PA 15090**  
**OFFICE 724-935-3090 • FAX 724-935-3203**  
[www.twp.marshall.pa.us](http://www.twp.marshall.pa.us)

**PUBLIC RECORD REQUEST FORM**

DATE: \_\_\_\_\_

REQUEST SUBMITTED BY:      US MAIL                      FAX                      IN-PERSON

REQUESTOR: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RECORDS REQUESTED *(Provide as much detail as possible. Use additional sheets if necessary):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method(s) of Delivery:      Pickup / Inspection / Mail / Email / Fax / Disc **(See pg. 2 for fees)**

Do you want certified copies of records?      Yes / No *(Additional charge applies)*

Signature of Requestor: \_\_\_\_\_

**NOTE:** By executing this form, the Requestor certifies that he/she has received, read and understands the Township Public Record Policy and the applicable appeal rights referenced therein.

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***Open Records Officer Use Only***

Date Received: \_\_\_\_\_ Five (5) Day Response Due: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Date Sent: \_\_\_\_\_ Date Picked Up: \_\_\_\_\_

*(Note any additional time notice):*

No. of Pages Reproduced: \_\_\_\_\_ Cost: \_\_\_\_\_ Specialized Reproduction Cost: \_\_\_\_\_

Certification: \_\_\_\_\_ Disc: \_\_\_\_\_ Postage: \_\_\_\_\_ Total Cost: \_\_\_\_\_

## **Fees for Township Services and Expenses.**

**Schedule of Fees.** The Township shall charge a requester the following fees related to the fulfillment of a record request:

1. Copies: 25¢ per page. A copy is defined as either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5 inch by 11 inch page.
2. Specialized Document Copies: Actual Cost. Specialized documents shall include, but not be limited to, blue prints, color copies, and non-standard sized documents.
3. Certification of a Record: \$1 per record (not per page). This certification fee does not include any necessary notarization fees.
4. Facsimile/Microfiche/Other Media: Actual Cost.
  - 4a. Electronic copy of record - Electronic copies will normally be provided by means of computer disk. For transfer of an electronic file to a computer disk, the charge is one dollar (\$1.00) for the disk plus twenty dollars (\$20.00) per hour with a minimum charge of \$20.00.
5. Postage: The actual cost of mailing.
6. Conversion to Paper: If a public record is only maintained electronically or in other non-paper media, the Township shall charge the requester a fee for converting the document to paper. This fee shall be limited to the lesser of the fee for duplication on paper or for duplication in the native media as provided by Section 10.A.(2) above, unless the requester specifically requests for the public record to be duplicated in the more expensive medium.