

RIGHT-TO-KNOW
Dauphin Borough
P.O. Box 487
Dauphin, PA 17018

Requests for Access to Public Records

Any requester seeking access to or duplication of a public record must submit a written request addressed to the Agency Right-to-Know Officer. The written request must identify or describe the public record with sufficient specificity to allow the Borough to determine which record is being requested, and the name and address to which the Borough should send its response. The Borough will not accept anonymous requests.

The Borough may, in its sole discretion, honor verbal requests for public records in cases where access can be allowed immediately. However, a verbal request shall not be considered an official request requiring a Borough response under this policy.

The Borough requires a requester to use the Office of Open Records' Standard Right-to-Know Request Form when submitting a written request. Copies of that form may be obtained by downloading through the links below, or at the Borough's office during regular business hours.

Any requester may submit a Right-to-Know Form in the following manner:

In person: At the Borough office 200 Church St., Dauphin, PA 17018 on any business day during the regular business hours.

By regular mail, facsimile, or e-mail: Sent to the attention of the Agency Right-to-Know Officer at the following:

Linda Durgin
Dauphin Borough Open Records Officer
P.O. Box 487
Dauphin, PA 17018
Telephone: (717) 921-2633
Fax: (717) 921-8106
dauphinboro@comcast.net

A written request sent via regular mail, facsimile, or e-mail will not be considered submitted until a complete and legible copy of the request is received by the person to whom it is addressed.

To file an appeal, please contact:
Commonwealth of Pennsylvania
Office of Open Records
333 Market Street, 16th Floor
Harrisburg, PA 17101-2234
Telephone: (717) 346-9903
Website: www.openrecords.pa.gov