



Peters Township Record Request Form

Name: _____

Address: _____

Phone Number: () _____

E-mail Address: _____

Description of Records (Use Additional Sheets if Necessary):

POLICE INCIDENT REPORTS OR OTHER TOWNSHIP DOCUMENTS RELATED TO CRIMINAL INVESTIGATIONS OR NON-CRIMINAL INVESTIGATIONS ARE NOT SUBJECT TO RELEASE UNDER THE RIGHT TO KNOW LAW

It is the policy of **Peters Township** to conform to the mandates of the Criminal History Record Information Act 18 Pa. C.S.A. § 9101 et seq. (CHRIA) and the Pennsylvania Right to Know Law 65 P.S. §§ 67.101, et seq (RTKL). CHRIA precludes the dissemination of “**protected information**” which includes three (3) types of information; Intelligence Information, Investigative Information, and Treatment Information. Therefore, Information assembled as a result of any inquiry, formal or informal, into a **criminal incident or an allegation of criminal wrongdoing** are protected information and therefore are NOT subject to public access under the RTKL. Furthermore, police incident reports or Township documents related to noncriminal investigations are exempt from disclosure (Section 708(b)(17) of the Pennsylvania Right to Know Law).

Description of Records:

I request **Copies** or **Review** of the above stated records.

How would you like to obtain these records? Please choose one:

E-mail I will pick these records up US Mail Fax CD DVD

- Peters Township **charges \$0.25 per copied page** for all paper copies. E-mailed/Scanned copies are provided at no charge. Exact postage is also charged if the records are sent via U.S. Mail.
- CDs are \$1.00, DVDs are \$10.00, and other charges may apply for electronic storage/document retrieval if applicable.

When completed, please return to:

Attn: Tom Gromek
Peters Township
610 East McMurray Road
McMurray, PA 15317

or e-mail:
TGromek@peterstownship.com

Phone: 724-941-4180

Fax: 724-942-5022

Date Received: _____ 5 Business Day Request Expires on: _____

Extension needed? Yes or No Total Cost: _____ Date Filled: _____