

**COLEBROOKDALE TOWNSHIP
RIGHT-TO-KNOW-LAW POLICY**

(By Resolution No. 1-06-09 Adopted January 5, 2009 pursuant to 65 P.S. § 67.504(a))

Submit a Right-To-Know-Law (RTKL) request to Colebrookdale Township (“Agency”)

Colebrookdale Township has designated and the Pennsylvania Office of Open Records has registered the Township Manager as the Open-Records Officer for Colebrookdale Township to respond to RTKL requests. The contact information for the Township’s Open-Records Officer is:

Cindy J. Conrad
Open Records Officer

By mail: 765 W. Philadelphia Avenue, Boyertown, PA 19512

In Person: 765 W. Philadelphia Avenue, Boyertown, PA 19512

Phone: 610-369-1362

Facsimile: 610-367-7538

E-mail cconrad@colebrookdale.org

For the procedure in submitting a RTKL request to the Open Records Officer, please refer to RESOLUTION No. 1-06-09 adopting procedures to govern requests for access to public records and the Township’s response thereto pursuant to the Right To Know Law.

Complete the required “Standard Right-To-Know Request Form” and submit it to the Open Records Officer listed above.