

Right-To-Know Law

Requesting Spring Brook Township Records

Requests for records must be addressed to the Agency Open Records Officer and can be submitted by email, fax, mail or in person. The request should be specific and not seek answers to questions. After filing a request, a response will be issued within 5 business days.

Spring Brook Township's Open Records Officer is:

Tami Gillette
Spring Brook Township
966 State Route 307
Spring Brook Township, PA 18444
Phone (570) 842-7028
Fax (570) 842-0633
Email springbrooktwp@comcast.net

Important Documents:

[Right-to-Know Law Request Form](#)

Important Links:

[Office of Open Records' Website](#)

[Office of Open Records' Fee Schedule](#)

[Right-to-Know Law](#)

Filing an Appeal

When a request is denied or deemed denial, a requester may file an appeal to the Pennsylvania Office of Open Records. The appeal must be filed within 15 business days of the denial or deemed denial date. The appeal must also include the request, agency denial if one exists, and address agency grounds that the request was denied. An appeals officer will determine if the record(s) is subject to public access.

An appeal may be filed to the Office of Open Records via its [Online Appeal Form](#), email, fax, or in person at:

Office of Open Records
333 Market Street, 16th Floor
Harrisburg, PA 17101-2234
Phone: 717-346-9903
Fax: 717-425-5343
Email: openrecords@pa.gov