



Pennsylvania Office of Open Records

Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NAME: Hopewell Township (Attn: AORO)

Date Request Submitted: 4/9/26 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Full Name: Crissy Diehl

Company (if applicable): _____

Please send response via: ☒ Email ☐ U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: [REDACTED]

Mailing Address: [REDACTED]

City: Shippensburg State: PA Zip: 17257 Telephone: [REDACTED]

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☒ Email ☐ U.S. Mail

☒ By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. **I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.**

RECORDS REQUESTED: Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.

Records sufficient to document the use of legal counsel by the Township for calendar years 2025, including:

- Itemized billing records/invoices reflecting amounts billed by legal counsel;
- Dates of legal services, meetings, consultations, or communications involving legal counsel;
- The identity (names and/or titles) of Township officials, employees, or representatives participating in or billed for each meeting, consultation, or communication (identify service type - meeting, consultation, communication, etc.);
- General descriptions of the subject matter, to the extent that descriptions do not reveal attorney-client privileged communications or attorney work product.

Form continues on page 2. Retain a copy of **both** pages.

RECORDS REQUESTED (continued):

This request is intended to obtain factual billing and administrative information only, and does not seek disclosure of privileged communications, legal advice, or confidential strategy.

Preferred format: electronic copies, where available.

DO YOU WANT COPIES? ☐ Yes, printed ☒ Yes, electronic ☐ No, in-person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the [Official RTKL Fee Schedule](#) for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than ☐ \$100 (or) ☒ \$10.00.

Do you want [certified copies](#)? ☐ Yes (may be subject to additional costs) ☐ No

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: JL Date Received: 4/19/20 Response Due (5 bus. days): 4/20/20

30-Day Ext.? ☒ Yes ☐ No (If Yes, Final Due Date: 5/20/20) Actual Response Date: 5/20/20

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

Retain a copy of both pages of this Form.