

**REQUEST FOR RECORDS FROM  
NORTH NEWTON TOWNSHIP**

**Township Building:**  
**433 Oakville Road**  
**Shippensburg, PA 17257**  
**(717) 776-3409**

**Secretary's Office:**  
**255 Ott Road**  
**Shippensburg, PA 17257**  
**(717) 532-5372 or (717) 776-7665**

Date of Request: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Description of Records: (Be as specific as possible.)

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Instructions:   PICK-UP                      FAX                      MAIL                      DISK                      EMAIL

SIGNATURE (When request is fulfilled): \_\_\_\_\_

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*For Office Use Only:*

*Copies:* \_\_\_\_\_    *Postage:* \_\_\_\_\_    *Disk:* \_\_\_\_\_    *Fax:* \_\_\_\_\_

*Total Cost:* \_\_\_\_\_

*Date Request Fulfilled:* \_\_\_\_\_    *Initials of Staff member:* \_\_\_\_\_

*Date Information:*    *Picked up:* \_\_\_\_\_    *Faxed:* \_\_\_\_\_    *Mailed:* \_\_\_\_\_