



## Public Records Request

North Huntingdon Township Municipal Authority's Public Records Access Policy

Resolution #1 of 2009 sets forth NHTMA's policy for requesting and processing public records requests in accordance with Pennsylvania's Right-to-Know Law, Act 3 of 2008. Questions regarding this policy should be directed to the NHTMA Open Records Officer at 724-863-2860.

All requests for review and/or duplication of public records shall be submitted to the Authority in writing. Use the Authority's Public Records Review/Duplication Request Form.

Written requests may be submitted to the Authority in one of the following manners:

IN PERSON (Hand Delivered) to: Open Records Officer  
North Huntingdon Township Municipal Authority  
Town House  
11265 Center Highway  
North Huntingdon, PA 15642

BY MAIL: Same as above.

BY E-MAIL: [mbranthoover@nhtma.org](mailto:mbranthoover@nhtma.org)

BY FAX: 724-863-5691

### Procedures for Denied or Partially Denied Requests

If a written request for access to a record is denied or denied in part, the requester has the right to appeal the denial in writing to:

Terry Mutchler, Executive Director  
Office of Open Records  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg, PA 17120  
717-346-9903