

# RIGHT-TO-KNOW NOTICE

OPEN RECORDS OFFICER: SHARON LONG

THE OPEN RECORDS OFFICER MAY BE CONTACTED BY CALLING  
(724)845-0981 or BY WRITING TO 589 STATE ROUTE 66,  
LEECHBURG, PA 15656,

OFFICE OF OPEN RECORDS:

Commonwealth of Pennsylvania  
Office of Open Records  
Commonwealth Keystone Building  
400 North Street, Plaza Level  
Harrisburg, PA 17120-0225

A RIGHT-TO-KNOW RECORD REQUEST FORM MUST BE USED WHEN  
REQUESTING PUBLIC RECORDS. AN OFFICIAL FORM IS  
AVAILABLE UPON REQUEST FROM THE OPEN RECORDS OFFICER AT  
THE ABOVE STATED ADDRESS AND TELEPHONE NUMBER.

THE TOWNSHIP HAS ADOPTED AN OPEN RECORDS POLICY. A COPY  
OF THE POLICY IS AVAILABLE UPON WRITTEN REQUEST TO THE  
OPEN RECORDS OFFICER AT THE ABOVE STATED ADDRESS.

GILPIN TOWNSHIP  
589 STATE ROUTE 66  
LEECHBURG, PA 15656  
(724)845-0981