

## **MANCHESTER TOWNSHIP OPEN RECORDS**

On December 9, 2008, the Board of Supervisor's adopted Resolution #2008-22, (updated 2011 & 2019) to comply with Act 3 of 2008, the Right to Know Law.

As per the ordinance the following appointments were made:

Open Records Officer – Danelle L. Goodwin  
Alternate Open Records Officer-Timothy R. James

Requests for information should be dropped off in person or mailed to:

**MANCHESTER TOWNSHIP  
3200 Farmtrail Road  
York, PA 17406**

There is also a night drop box located on the front of the building, marked "Township"

Email requests should be sent to: [OpenRecords@mantwp.com](mailto:OpenRecords@mantwp.com)

**Appeals** – If a written request is denied or deemed denied, the requester may file an appeal in writing to:

The Commonwealth Office of Open Records  
Commonwealth Keystone Building  
333 Market Street - 16th Floor  
Harrisburg, PA 17101-2234  
Phone: 717.346.9903  
Email: [openrecords@pa.gov](mailto:openrecords@pa.gov)