

**Wharton Township Supervisors  
PO Box 1, 114 Elliottsville Road  
Farmington, PA 15437  
Telephone: 724.329.8503 Fax: 724.329.4230**

**RECORDS REQUEST FORM**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Description of Records: *(for more space, continue on the back)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructions:**       Pick-up       Fax       Mail       Disk       E-Mail

\_\_\_\_\_  
Signature *(When request is fulfilled)*

***For Office Use Only:***

Copies \_\_\_\_\_ Postage \_\_\_\_\_ Disk \_\_\_\_\_ Fax \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

Date Request Fulfilled: \_\_\_\_\_ Initials of Staff Member: \_\_\_\_\_

Date Information: Picked Up \_\_\_\_\_ Faxed \_\_\_\_\_ Mailed \_\_\_\_\_