

## BEAVER COUNTY COMMISSIONERS

### OPEN RECORDS



To request access to a public record of the County of Beaver, your written request must be made in one of the following manners:

#### **By Mail or Hand Delivery to:**

Stacey Householder  
Open Records Officer  
Law Department  
810 Third Street  
Beaver, PA 15009

**By Email:** [openrecords@beavercountypa.gov](mailto:openrecords@beavercountypa.gov)

**By Fax:** 724-773-7268

The printable OPEN RECORDS REQUEST FORM, including ALL of the following information, **MUST** be submitted with your request:

1. Your **FULL** name and mailing address;
2. Your telephone number and/or email address; and
3. A detailed description of the public record you are seeking.

If you are unable to access an Open Records Request Form, you can contact the Open Records Officer (724-770-4444) and one will be provided to you.

Your request will be processed once the Open Records Officer receives your completed Right to Know Request Form.

If your request is granted, the responsive records will be provided to you either by mail or email depending on the format in which records are maintained. If you do not request copies of the records, arrangements can be made for documents to be viewed at the Courthouse.

Appeals may be submitted:

#### **By Mail to:**

Office of Open Records  
333 Market Street  
16<sup>th</sup> Floor  
Harrisburg, PA 17101-2234

**Online:** [openrecords.pa.gov/Appeals/AppealForm.cfm](http://openrecords.pa.gov/Appeals/AppealForm.cfm)

**By Fax:** 717-425-5343

Board of Commissioners  
Daniel C. Camp III, Chairman  
Jack Manning  
Tony Amadio

Chief Clerk  
Nicole Long

**BEAVER COUNTY  
COMMISSIONERS**  
810 Third Street  
Beaver, PA 15009  
(724) 770-4400  
(724) 728-0725 Fax