



**Borough of Chalfont**  
 40 N Main Street  
 Chalfont, Bucks County, Pennsylvania

*Archive Request*  
 Date \_\_\_\_\_

<b>NAME &amp; ADDRESS OF REQUESTOR</b>	LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____		
	MAILING ADDRESS _____		
	CITY _____	STATE _____	ZIP CODE _____
	TELEPHONE NUMBER _____	FAX NUMBER _____	EMAIL ADDRESS _____

<b>REQUEST FOR FILES</b>	A list of archived information is available on the Borough Website: <a href="http://www.chalfontborough.com">www.chalfontborough.com</a> or in the Borough Office.	
	Series _____	Box Number _____
	Folder Number _____	Sub-Series _____

<b>REASON FOR REQUEST</b>	<b>PLEASE DESCRIBE THE REASON FOR YOUR REQUEST.</b>

<b>NOTICE</b>	<p>Due to the important nature of Chalfont Borough archived documents, public access is available by appointment, for one hour intervals, during the normal business hours of the borough office. You may make an appointment by calling the Borough Secretary at 215-822-7295, Monday through Friday, between the hours of 9 a.m. and 4 p.m. (Archived personnel documents are not available to the public.)</p>
	<p>Every effort will be made to accommodate reasonable requests for access to the archives. Please fill in the Request for Files section as completely as possible.</p>
	<p><i>Copying Charges:</i>          Photo copies are available at \$.25 per single 8 1/2" by 11" page. Copying charges must be paid prior to the release of the information.</p>
	<p><i>Administrative Charges:</i>          If your request for copies requires a significant amount of administrative time, the staff time incurred will be billed to you at a rate of \$15.00 per hour. An invoice detailing the amount of time spent on your request will be presented for payment before the information will be provided to you. Note that most requests do not require significant administrative time.</p>

**FOR BOROUGH USE ONLY**

DATE RECEIVED		APPOINTMENT DATE	
RECEIVED BY		APPOINTMENT TIME	
FORM OF I.D.		CHARGES	
I.D. NUMBER		PAID	

**40 N. Main Street, Chalfont, PA 18914**

TELEPHONE: 215.822.7295 FAX: 215.822.5528 WWW.CHALFONTBOROUGH.COM