

**Chester County Solid Waste Authority
Lanchester Landfill
P.O. Box 476
Honey Brook, PA 19334**

REQUEST TO EXAMINE AUTHORITY RECORDS

You must submit one form for each request. All requests must be approved by the Executive Director or the Authority Solicitor prior to releasing any information. Email to BWatts@ChesterCSWA.org You will be contacted with their decision.

I. Person and/or firm requesting information:

Name _____

Firm _____

Address _____

Phone _____

Email _____

II. Information requested (be as specific as possible): _____

Identify specific material being requested: _____

Specify year(s) for material being requested _____

Purpose of the request _____

Signature of the requester _____

Information below to be completed by Chester County Solid Waste Authority

Date requested _____ Date material seen _____

Approval signature _____ Date _____

III. Fees: Copies are charged on a \$0.25 per page basis. Requests requiring research are charged \$50.00 per hour with a minimum charge of \$50.00. Where the estimated charge exceeds \$25.00, the requester will be required to pay the estimated charge prior to the receipt of the copies or reproductions.

Fees Paid _____ Date _____