

SHREWSBURY TOWNSHIP
York County, Pennsylvania

OPEN RECORDS – RESEARCH RULES

Hours: Monday – Thursday 8:00 AM to 3:30 PM
Friday 8:00 AM to 11:30 PM

Researchers will be asked to read and agree to abide by the following rules. The township office is dedicated to preserving all the records of Shrewsbury Township; in order to continue to keep these records safe and preserve them for the future, the following rules need to be followed when reviewing Township records.

- All persons must register at the front counter upon entering the Township office, and provide the following prior to reviewing Township files: name, address, phone number, and photo identification.
- All personal items (purses, bags, briefcases, enclosed notebooks, weapons, etc.) must be locked in a file drawer. All coats must be hung on the coat rack. One notebook with reference material may be brought to the table. Township staff reserves the right to search any notebook prior to leaving the Township office.
- Pencils must be used while researching Township records. Other writing utensils will cause irreversible damage to original documents.
- Please do not rearrange, mark, or otherwise alter material provided by the Township. If you feel an entry is in error please bring it to a staff member's attention.
- No files will be pulled after 3:15 p.m. Monday through Thursday and 11:15 a.m. Friday.
- Cell phones must be on silent mode and may not be used while researching records, except for the purpose of photographing records.
- Food and drinks are not permitted at the research table.
- Township staff will make all copies. The Township may determine that a document may not be safely copied due to the condition of the record. If a document is unable to be photocopied, the researcher is welcome to hand-transcribe. Large documents, such subdivision or land developments plans, can be reproduced off premises by Township staff and provided to the researcher at a later date.
- Researchers may use laptop computers, cameras, personal copiers, scanners, tape recorders and other such recording devices is permissible, provided it does not risk damaging the record.
- Records must be handled with care at all times. Records should be kept flat on the table. If help is needed handling a document, Township staff is available for assistance.
- Children under the age of sixteen (16) must be kept under parental supervision at all times. Children may not touch or handle original documents.
- Under no circumstances are any materials to be removed from the Township Office.
- Violators will be detained and prosecuted under Pennsylvania Act 95 of 1982 (Libraries/Archives Security Act).

Shrewsbury Township welcomes the public to use the Township's records. Township staff is available to assist. If the above rules and policies are not followed, the Township reserves the right to take appropriate action, including the suspension of research privileges.