

RESOLUTION 02-2016
Right-to-Know Policy

Open Record Officer:

The Township hereby designates Coralee Kindt as the Township Open Records Officer. The Open Records Officer may be reached at the Fishing Creek Township Municipal Building, 3188 SR 487, Orangeville, PA 17859, Phone 570-683-5900, or email at fishingcreektownship@gmail.com.

General:

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours from 8 a.m. to Noon, Monday through Thursday, with the exception of holidays.

Requests:

Requests shall be made in writing to the Township Open Records Officer on a form provided by the Township. (See attached form)

Fees:

Paper copies shall be \$.25 per page per side. The certification of a record is \$1.00 per record. Specialized documents including, but not limited to blue prints, color copies, and non-standard sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. The Township shall require prepayment if the total fees are estimated to exceed \$100.00.

Response:

The Township shall make a good-faith effort to provide the requested public record(s) as promptly as possible. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original Township documents while taking reasonable measure to protect Township documents from the possibility of theft, damage, and/or modification.

The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer shall respond to such requests in writing consistent with Act 3 of 2008, the Right-to-Know Law. If access to a record is denied, the response shall include a reason for denial as stipulated in Act 3 of 2008, the Right-to-Know Law.

Contact Information for Appeals:

If a written request is denied or deemed denied, the requester may file an appeal in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA. 17120-0225.

Appeals Process:

The appeal shall be filed within 15 business days of the mailing date of the Township's response or within 15 days of a deemed denial. The appeal shall state the grounds upon which the requester asserts the records is a public record and shall address any grounds stated by the Township for delaying or denying the request.

RESOLVED AND ENACTED this 5th day of April 2016, by the Fishing Creek Township Board of Supervisors.

Attest:

Coralee Kindt
Township Secretary

SUPERVISORS:

Jay Challengsworth
Chairman

Ernest Bogert
Vice-Chairman

James Kline
Supervisor

Fishing Creek Township Records Request Form

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Description of Records *(For more space, continue on back)*

Instructions *(circle one)*: Pick-up Fax Mail E-Mail

(Please provide a daytime telephone number, fax number, mailing address, or e-mail address below.)

Signature (When request is fulfilled) _____

For Office Use Only:

Fee for: Copies _____ Postage _____ Fax _____
Total Cost \$ _____
Date Request Fulfilled: _____
Initials of Staff Fulfilling Request _____
Date Information Was: Picked Up _____ Faxed _____ Mailed/emailed _____