

## **(Sample) Right-to-Know Policy (Sample)**

### **Open Record Officer**

The township hereby designates \_\_\_\_\_ as the township Open Records Officer. (manager, secretary, name)

The Open Records Officer may be reached at: (Address, Phone, Fax, E-mail)

### **General**

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours (\_\_\_\_ a.m. to \_\_\_\_ p.m.) with the exception of weekends and 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 \_\_\_\_ (must be 10 to 25 cents) cents per page per side. The certification of a record is \$1 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.

### **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 of criminal records shall be made to the District Attorney of \_\_\_\_\_ county. (Name, Address, Phone) *(Note: This sentence is only necessary for townships with a police department)*

**Appeals Process**

The appeal shall be filed within 15 business days of the mailing date of the township’s response or within 15 business 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 \_\_\_\_\_ day of \_\_\_\_\_ 2008 by the  
\_\_\_\_\_ Township Board of Supervisors.

*The above is for informational purposes only. This sample policy is not a legal document. Prior to adoption of any policy, consult your solicitor for a legal opinion. Suggestions on certain contents of this policy are based upon sections contained within Act 3 of 2008. Fees must be consistent with the fee schedule established by the Office of Open Records.*