

Open Records/Right-to-Know Policy

Open Record Officer

The Township Supervisors hereby designate the three Township Supervisors as the townships Open Records Officers.

The Open Records Officers may be reached at PO Box 285, Sciota PA 18354
Phone (570) 992-7020 Fax (570) 992-1381

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours between 9:00 am and 3:30 pm with the exception of weekends and holidays.

Requests

Requests shall be made in writing to any of the township Open Records Officers on a form provided by the township.

Fees

Paper copies shall be 25 cents per page per side. If mailing is requested, the cost of postage will be charged. Fax copies shall be 50 cents per page plus long distance charges (if applicable). 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. 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 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 23rd day of December, 2008 by the Hamilton Township Board of Supervisors.

Alan L. Everett, Chairman

David B. Fenner, Secretary-Treasurer

Donald E. Leap, Sr., Supervisor