

Right-to Know Policy
Delaware Township, Mercer County, PA

In accordance with the provisions of Act 3 of 2008, known as the Right-to-Know Law, Delaware Township, Mercer County, PA hereby adopts the following policy regarding requests for records:

I. Open Records Officer

The Township hereby designates the Township Secretary as the Township's Open Records Officer.

The Open Records Officer may be reached at 53 Oniontown Road, Greenville, PA 16125-8429; 724-588-2040 (phone); 1-800-834-0351 (fax); delawtp@gmail.com (email).

II. Inspection of Records

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Delaware Township Municipal Building, 53 Oniontown Road, Greenville, PA 16125-8429, during established business hours, being Tuesday through Thursday 8:00 a.m. to 4:00 p.m., with exception of holidays and other days that the office is designated to be closed.

III. Records Requests

Request shall be made in writing to the Township Open Records Officer on a form provided by the Township, a copy of which is attached to this Policy.

IV. Fees

Paper copies shall be 25 cents per page per side. The certification of a record is \$1 per record. Specialized documents including, but not limited to blueprints, color copies, and non-standard sized documents shall be charged the actual cost of reproduction. 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.

V. Response

The Township shall make a good-faith effort to provide the requested public records(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 measures 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 practical, 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 the provisions Act 3 of 2008, known as the Right-to-Know Law. A response may

include the granting of access to public records, the denial of the request for a stated reason per the provisions of the Right-to-Know Law, or the extension of up to 30 days for a more complete response due to the need to conduct a legal review of the request, or to redact information from the documents or to retrieve documents from a remote location, or due to legitimate staffing limitations that exist.

VI. 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.

VII. Appeals Process

Appeals must 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 that the record(s) is a public record and shall address any grounds stated by the Township for delaying or denying the request.

RESOLVED AND ENACTED this 22nd day of December, 2008 by the Delaware Township, Mercer County, PA Board of Supervisors.

Carl R. Hoover, Sr.

Carl R. Hoover, Sr.

Donald L. Kremm

Donald L. Kremm

Daniel K. Micsky

Daniel K. Micsky

Attest:

Melissa L. Osborne

Melissa L. Osborne,
Secretary/Treasurer