

RESOLUTION NO. R-18-08
RIGHT-TO-KNOW POLICY
of the
BOARD OF SUPERVISORS
of the
TOWNSHIP OF WHITE, INDIANA COUNTY

WHEREAS, Act 103 of 2008 amends the Commonwealth of Pennsylvania's Open Records Law; and

WHEREAS, Said act states that written open records policies and the position of Open Records Officer shall be established; and

WHEREAS, the White Township Board of Supervisors wishes to comply with Act 103 of 2003;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the Township of White hereby establish the following as the written Right-to-Know Policy for White Township:

1. Open Records Officer – White Township (Township) hereby designates the Township Manager as the Township's Open Records Officer. The Open Records Officer may be reached at: White Township, 950 Indian Springs Road, Indiana, PA 15701; phone 724-463-8585; FAX 724-463-0705.
2. General – All documents deemed public records shall be available for inspection, retrieval, and duplication at the White Township Municipal Building during established business hours (8:00A.M. to 4:30 P.M.) with the exception of weekends and holidays.
3. Requests – Requests shall be made in writing to the Township Open Records Officer on a form provided by the Township and attached hereto as Exhibit "A".
4. Fees – Paper copies shall be \$0.25 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.
5. 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 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 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.
6. Contact Information for Appeals – If a written request is denied or deemed denied, the requester may file an appeal in writing to the Executive Director of

the Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225.

7. 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 record is a public record and shall address any grounds stated by the Township for delaying or denying the request.

RESOLVED AND ENACTED this 17th day of December 2008 by the White Township Board of Supervisors.

WHITE TOWNSHIP BOARD OF SUPERVISORS

By RO_____

By GL_____

By EG_____

By GM_____

By _____

ATTESTED

CG_____
Secretary