

**Perry Township Resolution 12-11-08
Right-to-Know Policy**

Requests:

Individuals may submit requests for Public records at the Perry Township Municipal Building during regular township office hours with the exception of holidays.

Requests shall be in writing and directed to the Perry Township Right to Know Officer at: Perry Township, 284 Reno Road, Portersville, PA 16051. Written requests shall be completed on a form provided by the township and/or the Office of Open Record's Uniform Request Form, and shall include the date of the request, the name and address of the requester, and a clear description of the records sought.

Only the designated Township Right to Know Officer shall be responsible for fulfilling the requested record/records.

Fees:

Paper copies will be \$.25 per page per side. If a Certified Copy is requested, an additional charge of \$ 1.00 will be added. The Township will require prepayment if the total fees are estimated to exceed \$ 100.00.

Payment is to be made when the requested public records are received.

Response:

The Township will make a good faith effort to comply within the five (5) day response period to provide the requested public records as promptly as feasible. However, in the event an extreme number of copies or research is necessary, it may be necessary to extend the five (5) day limit. The Township employees shall cooperate with those requesting to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft and/or modification.

The Township Right to Know 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 Township Right to Know shall respond to all such requests in a manner consistent with Act 3 of 2008, the Pennsylvania New Right to Know Law.

Appeals Process:

If a written request is denied or deemed denied in part or whole, the requester has the right to appeal this denial of information in writing to the Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120

If the requestor chooses to file an appeal it must be done within 15 business days of the mailing date of the Township's response, as outlined in Section 1101. If there are further questions contact the Perry Township Right to Know Officer.

Repealer: This Resolution hereby repeals Perry Township Resolution 12-12-02 Open Records Policy.

Effective Date: This Resolution is hereby-effective December 11, 2008.

Date: December 11, 2008