

North Newton Township Board of Supervisors RIGHT-TO-KNOW/OPEN RECORDS POLICY

Open Record Officer

North Newton Township hereby designates Bonnie L. Myers, Township Secretary/Treasurer as the township Open Records Officer. The Open Records Officer may be reached at 255 Ott Road, Shippensburg, PA 17257 by appointment and by calling 532-5372 or 776-7665.

General

Public records will be available for inspection and copying at the Township Municipal Building or Township Secretary's Office by appointment by calling 532-5372 or 776-7665.

Requests

Requests shall be in writing on forms provided by the township or the Pennsylvania Office of Open Records and shall include the date of the request, the name and address of the requester, and a clear description of the records sought.

Fees

Paper copies will be 25 cents per page per side. If mailing is requested, the cost of postage will be charged. If a disk is requested, it will be provided by the Township at the cost of \$1.00 per disk. A new disk will be necessary each time records are provided. Disks will be available at the sole discretion of the Township depending upon the availability of the information in this format. Fax copies will be available at the cost of 25 cents per page. If "True and Correct Certification" is requested, an additional charge of \$1.00 will be added. This certification may delay the request. The Township will require prepayment if the total fees are estimated to exceed \$100.

Response

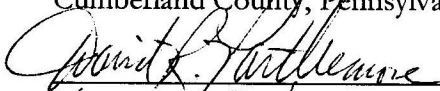
The Township will make a good faith effort to provide the requested public records as promptly as feasible. Township employees shall cooperate with those requesting to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft and/or modification.

The Township Secretary 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 Secretary shall respond to all such requests in a manner consistent with Act 3 of 2008, the Open Records Law.

Appeals Process


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. The appeal shall be filed within 15 business days of the mailing date of the township's response or within 15 days of a deemed denial. The appeal shall state grounds on which the requester asserts that the record is a public record and shall address any grounds stated by the Township for denying the request.

Established this 5th day of January, 2009 by the Board of Supervisors of North Newton Township, Cumberland County, Pennsylvania.

 Chairman

 Vice – Chairman

 Supervisor

 Attest: Secretary

This policy supersedes the township's policy dated January 6, 2003.