

**Ridgebury Township
Right-to-Know Policy**

Open Records Officer

Ridgebury Township hereby designates Helen Borden as the township Open Records Officer.

The Open Records Officer may be reached at:

570-596-2731 (phone) 570-596-7731 (fax)
rbury@npacc.net (email) 13278 Berwick Turnpike Gillett PA 16925

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours 8:30 am to 3:00 pm Monday through Thursday. With the exception of holidays.

Requests

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

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 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.

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 2009, 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 January 5, 2009 by the Ridgebury Township Board of Supervisors.