

OPEN RECORDS POLICY
OF THE TOWNSHIP OF FOX

Open Record Officer

The township hereby designates Randy Gradizzi as the township Open Records Officer.

The Open Records Officer may be reached at:

By mailing your request to; Fox Township
 PO Box 184, 116 Irishtown Road
 Kersey, PA. 15846

Or by calling the Township Office at (814) 885-8450 extension 1.

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours 8:00 a.m. to 4:00 p.m. with the exception of weekends and 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 \$0.30 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, P A 17120-0225

Appeals Process

If a written request is denied or deemed denied under the Act, the requester may file exceptions with the Board of Supervisors within 15 business days of the mailing date of the Township's denial or within 15 days of any deemed denial under the Act. The exceptions 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 delaying or denying the request.

The Board of Supervisors shall make a "final determination" on the exceptions within 30 days of the mailing date of the exceptions. The Board of Supervisors may hold a hearing on the issue during the 30 days. If the Board determines that the denial was correct, it must provide a written explanation to the requester.

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.

The requester may appeal a final determination to the Common Pleas Court or District Justice within 30 days of agency denial or agency final determination.

This policy has been adopted by the Board of Supervisors of Fox Township this 4th day of December, 2002, at open meeting duly advertised.

FOX TOWNSHIP RECORD REQUEST FORM

DATE _____

NAME _____

ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

DESCRIPTION OF RECORDS *(For more space, continue on back)*

INSTRUCTIONS: PICK-UP FAX MAIL DISK EMAIL

SIGNATURE *(When request is fulfilled)* _____

For Office Use Only:

Copies _____ Postage _____ Disk _____ Fax _____

TOTAL COST _____

DATE REQUEST FULFILLED _____

INITIALS OF STAFF MEMBER _____

DATE INFORMATION: Picked up _____ Faxed _____ Mailed _____