

**Elk Creek Township Right-To-Know Policy**  
**Effective October 8, 2024**

**Open Record Officer**

The township hereby designates Shirley Bilek, Office Manager, of Elk Creek Township as the township Open Records Officer.

The Open Records Officer may be reached at: Elk Creek Township Municipal Building 10405 High Street, Albion PA 16401, 814-756-3268 Phone, 814-756-3272 Fax, elkcrtp@windstream.net

**General**

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours Monday – Friday 8:30 a.m. To 5:00 p.m. With the exception of weekends and holidays. The Open Records Officer hours: Monday and Wednesday, 8:00 am. To 10:00 am.

**Requests**

Requests shall be made in writing to the township Open Records Officer on a form provided by the township either by submitting the request in-person or by mail, fax, and email. Verbal requests will not be accepted.

**Fees**

Paper copies shall be 25 cents per page per side. If a disk is requested, it will be provided by the township at the cost of \$1.00 per disk. A new disk is necessary each time records are provided. Faxed copies are 50 cents per page. If a “True and Correct Certification” is requested, an additional charge of \$5.00 will be added. 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 2008, 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; phone (717) 346-9903; Website; openrecords.state.pa.us; e-mail: openrecords@state.pa.us

**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 8<sup>th</sup> day October, 2024 by the Elk Creek Township Board of Supervisors.