

## MERCER TOWNSHIP RIGHT TO KNOW POLICY

**Open Records Officer** - The Township hereby designates Nikki Ciochetto as the Township Open Records Officer. The Open Records Officer may be reached at:

4629 William Flynn Hwy.,  
PO Box 380  
Harrisville, PA 16038  
724-735-2705  
[mercertownship@zoominternet.net](mailto:mercertownship@zoominternet.net) (email)

**General** – Public records shall be available for inspection, retrieval and duplication at the Township office during established business hours, except for Township-designated holidays.

Tuesday, Wednesday and Thursday: by appointment only.

**Requests** - Requests shall be made in writing to the Township's Open Records Office on a form provided by the Open Office Records' Standard Right-To-Know Request Form which is available on the Township's website, the OOR's website at [www.openrecords.pa.gov](http://www.openrecords.pa.gov), and the Township office. All Right-To-Know requests must be from a "Requester" as defined in the Right-To-Know Law, Section 102 Definitions; and Requests made by Anonymous or Verbal Requesters will **not** be considered.

**Fees** - Paper copies shall be \$0.25 cents per page per side for black and white copies up to the first 1,000 pages and \$0.20 beyond 1,000 pages and \$0.50 for color copies. The certification of a record is \$5 per record. Specialized documents including, but not limited to blueprints, 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. All fees must be paid before documents will be released. Pre-payment is required 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 and within the RTKL's five business days timeframe, he/she is permitted to exercise a 30-day extension upon notifying the requester. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original township documents while taking reasonable measures to protect original documents from the possibility of theft, damage and/or modification. If the request is denied, the Open Records Officer will send the requester a letter stating 1) a description of the record requested; 2) the specific reasons for the denial, including a citation of supporting legal authority; 3) contact information for the Open Records Officer; 4) the date of the response; and 5) the procedure to appeal the denial.

**Contact Information for Appeals** – If a written request is denied, the requester has the right to file an appeal in writing to:

Executive Director  
Office of Open Records  
333 Market Street, 16th Floor  
Harrisburg, PA 17101

**Appeals Process:** Appeals must be filed within 15 business days of the mailing date of the Township's response. Please note that a copy of the requester's original request and the Township's denial letter must be included when filing an appeal. The law requires an appeal to include reasons why the record is a public record and to address the reasons for denial that the Township stated in its denial letter. Visit the OOR's website at [www.openrecords.pa.gov](http://www.openrecords.pa.gov) for additional information on filing an appeal.