

**WHITE DEER TOWNSHIP**  
**RIGHT-TO-KNOW LAW POLICY**

White Deer Township (“Township”) adopts this policy pursuant to Section 504(a) of the Right-to-Know Law, 65 P.S. §§67.101-67.3104 (“RTKL”). The Township has made this policy available to the public at its administrative office along with the Request Form.

**Open Records Officer**

The Township hereby designates Michelle Finck as the Township’s Open Records Officer. The Open Records Officer may be reached at: 2191 Creek Road, New Columbia, PA 17856, by phone at (570) 568-8643, by fax at (570) 568-8443, and by email at road05@dejazzd.com.

**General**

Public records shall be available for inspection, retrieval, and duplication at the Township office during normal business hours, Monday through Thursday from 12:00 p.m. to 4:00 p.m. and Friday 8:00 a.m. to 12:00 p.m., with the exception of Township designated holidays.

**Requests**

Requests shall be made in writing to the Township’s Open Records Officer on the Pennsylvania Office of Open Records’ (“OOR”) Standard Right-to-Know Request Form. Anonymous or verbal requests will not be considered.

**Fees**

Paper copies shall be \$0.25 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 record is \$5.00 per record. Specialized documents, including but not limited to blueprint, 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. Prepayment is required if the total fees are estimated to exceed \$100.00.

**Response**

The Open Records Officer shall make a good-faith effort to provide the requested public record(s) as promptly as possible and within the RTKL's five (5) business day timeframe. If the Open Records Officer cannot do so within five (5) business days, she is permitted to exercise a thirty (30) day extension upon notifying the requester. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate 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 reason for denial, including a citation of supporting illegal 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, 16<sup>th</sup> Floor, Harrisburg, PA 17101.

**Appeals Process**

Appeals must be filed within fifteen (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 reason 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.

Adopted this 22 day of October, 2024.

ATTEST:

White Deer Township  
Board of Supervisors

Michelle Finck  
Secretary

BY: Carroll DeFenbach  
Chairman