

**Londonderry Township
103 Daleville Road
Cochranville, PA 19330**

RESOLUTION NO. 2009-03

Right-to-Know Policy

Open Record Officer

The township hereby designates Secretary Janice Hearne as the township Open Records Officer.

The Open Records Officer may be reached at:

103 Daleville Road

Cochranville, PA 19330

Phone: 610-869-2138

Fax: 610-869-5525

Email: londonderrytownship@zoominternet.net

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours, Monday Through Thursday, 10:00 AM – 1:00 PM 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. (See attached form)

Fees

Paper copies shall be 25 cents per 8 ½ x 11 page per side and 50 cents per 8 ½ x 14 page per side. The certification of a record is \$2 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 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.

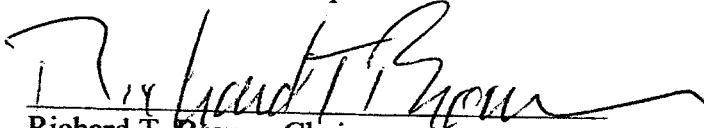
Contact Information for Appeals

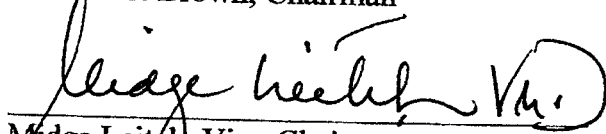
If a written request is denied or deemed denied, the requester may file an appeal in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building 400 North Street, Plaza Level, Harrisburg, PA 17120-0225

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 THIS 14th day of April, 2009 by the Londonderry Township Board of Supervisors.


Richard T. Brown, Chairman


Midge Leitch, Vice-Chairwoman


Gene Wier, Member

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**ADDENDUM TO RESOLUTION 2009-03
RIGHT-TO-KNOW POLICY**

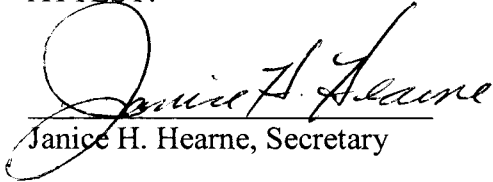
Open Records Officer will not process records requests from anonymous requesters.

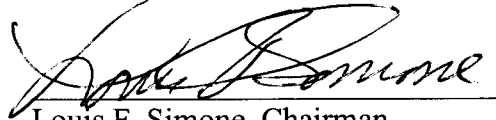
Requesters must be a legal citizen of the United States with a current government issued ID.

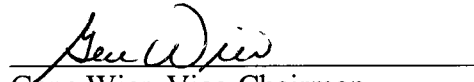
Requests for records must be on an official Office of Open Records form or the form provided by the Township.

This Addendum was presented and approved by the Board of Supervisors at a scheduled Township meeting on the 13th day of August, 2024.

ATTEST:


Janice H. Hearne, Secretary


Louis F. Simone, Chairman


Gene Wier, Vice-Chairman

Richard T. Brown, Member