

POLK TOWNSHIP BOARD OF SUPERVISORS

RESOLUTION 2024-07

Right-to-Know Law Policy

Polk Township, Monroe County adopts this policy pursuant to Section 504(a) of the Right-to-Know Law, 65 P.S. §§ 67.101-67.3104. Polk Township has made this policy available to the public at its office and on its website www.polktwp.org along with the Office of Open Records Uniform Request Form.

OPEN RECORDS OFFICER

The Township hereby designates Rebecca Tippet as the Polk Township's Open Records Officer. The Open Records Officer may be reached at P.O. Box 137, Kresgeville, PA 18333, Email: rtippet@polktwp.org, Phone: (610) 681-5376, Fax: (610) 681-3063

Polk Township hereby designates Tracy Herman as the Township's alternate Open Records Officer. The alternate Open Records Officer may be reached at P.O. Box 137, Kresgeville, PA 18333, Email: zoning@polktwp.org, Phone: (610) 681-5376, Fax: (610) 681-3063

REQUESTS

Public records shall be available for inspection, retrieval, and duplication at the township office during normal business hours Monday to Friday 8am to 3pm with the exception of township-designated holidays.

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

FEES

Paper copies shall be \$.25 per page per side for black and white copies and \$.50 per page per side for color copies. The certification of a record is \$5 per record. Specialized documents, including but not limited to blueprints, color copies, and nonstandard-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.

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 business day timeframe. If the Open Records Officer cannot do so within five business days, ORO 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 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.

APPEALS

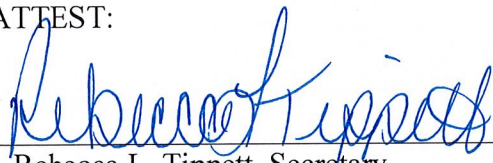
If a written request is denied, the requester has the right to file an appeal in writing to Executive Director, Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101.

Appeals must be filed within 15 business days of the 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

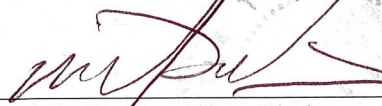
law requires an appeal to include reasons why the record is a public record and to address the reasons for denial that the township stated in its denial letter. Visit the OOR's website at www.openrecords.pa.gov for additional information on filing an appeal.

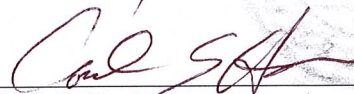
RESOLVED AND ENACTED this 15th day of August, 2024 by Polk Township Board of Supervisors.

ATTEST:


Rebecca L. Tippet, Secretary


Brian K. Ahner, Chairman


Michael D. Hurley, Vice Chairman


Carl S. Heckman, Supervisor