

Right-To-Know Policy of The Township of Upper Paxton, Dauphin County, Pennsylvania

This is the official policy of The Township of Upper Paxton in implementing and administering the Right-to-Know Law (Act 3 of 2008), adopted by the Township Board of Supervisors in lawful session on January 14, 2009.

General

All documents deemed public records shall be available for inspection, retrieval and duplication at the Township Building, 506 Berrysburg Road, Millersburg, Pennsylvania 17061, during established business hours, with the exception of weekends and holidays.

Requests To Open Records Officer

The Township Open Records Officer is Luanna Zimmerman, 506 Berrysburg Road, Millersburg, PA 17061, Telephone (717) 692-4655, FAX (717) 692-7031. Request for public records shall be made in writing to the Township Open Records Officer on a form provided by the township or on a form developed by the Pennsylvania Department of Community and Economic Development's Office of Open Records. The Township is not required to fulfill verbal requests for public records.

Fees

Paper copies shall be \$.25 per page per side. The certification of a public record is \$1.00 per record. Specialized documents, including but not limited to blue prints, color copies, and non-standard sized documents shall be charged at the actual cost of production. If mailing is requested, the cost of postage will be charged. All applicable fees shall be paid in order to receive access to the record requested. Prior to granting a request for access, the Township shall require prepayment of fees if the total fees are estimated to exceed \$100.00. All fees shall be consistent with the fee schedule established by the Office of Open Records.

Response

The Township will make a good faith effort to provide the requested public record(s) as promptly as possible in the form requested, if the public record exists in that form, otherwise, it shall be provided in the form that exists. The Open Records Officer will cooperate with those requesting records to review and/or duplicate original township records while taking reasonable measure to protect such records from the possibility of theft, damage and/or modification.

The Open Records Officer shall review all written requests for access to public records. Not later than 5 business days after receiving a written request to access public records, the Open Records Officer shall respond to such requests in writing consistent with the Right to Know Law.

Contact Information for Appeals

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

Appeal Process

An Appeal of the Open Records Officer decision shall be filed within 15 business days of the mailing date of the response, or within 15 business days of the deemed denial. The appeal shall state the grounds upon which the requestor asserts the record is a public record and shall address any grounds stated by the Township for delaying or denying the request.