

UPPER BURRELL TOWNSHIP OPEN RECORDS POLICY

Open Record Officer

The township hereby designates Amy Rockwell as the township Open Records Officer. The Open Records Officer may be reached at: 3735 Seventh Street, New Kensington, PA 15068, 724-335-3517, fax 724-335-9475, and email arockwell@upperburrelltwp.com.

Requests

All documents deemed public records will be available for inspection, retrieval, and duplication at the Township Municipal Building during normal business hours, Monday through Friday, 8:00 a.m. and 4:00 p.m., with the exception of weekends and holidays.

Requests shall be made in writing and directed to the Township Open Records Officer form provided by the township and shall include the date of the request, the name and address of requester, and a clear description of the records sought. (See attached form.)

Fees

Paper copies will be \$.25 per page per side. The certification of a 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 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 \$100.00.

Response

The Township will make a good faith effort to provide the requested public records as promptly as feasible. The Open Records Officer shall cooperate with those requesting to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft and/or modification.

The Open Record Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer shall respond to all such requests in a manner 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 of criminal records shall be made to the District Attorney of Westmoreland County. Westmoreland County Office of the District Attorney, John Peck 2 North Main Street, Suite 206. Greensburg PA 15601 (724) 830-3949.

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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 30th day of December 2008 by the Upper Burrell Township Board of Supervisors.