

North Newton Township Board of Supervisors RIGHT-TO-KNOW/OPEN RECORDS POLICY

Open Record Officer

North Newton Township hereby designates Sheila R. Koser, as the township Open Records Officer.

General

Public records will be available for inspection at the North Newton Township Administrative Office, 528 Oakville Road, Shippensburg, PA 17257. Office hours are Monday through Thursday 8:00 a.m. to 4:00 p.m. and Friday 8:00 a.m. to Noon.

Requests

Requests shall be in writing on forms provided by the township or the Pennsylvania Office of Open Records and shall include the date of the request, the name and address of the requester, and a clear description of the records sought.

Fees

Paper copies will be 25 cents per page per side. If mailing is requested, the cost of postage will be charged. If an electronic record is requested, it will be provided by the Township at the cost of \$1.00 per compact disk or at no cost if a record is to be emailed and does not need to be copied or scanned prior to emailing. A new CD will be necessary each time records are requested to be provided in this format. Disks will be available at the sole discretion of the Township depending upon the availability of the information in digital format. Fax copies will be available at the cost of 25 cents per page. If "True and Correct Certification" is requested, an additional charge of \$1.00 will be added. This certification may delay the request. The Township will require prepayment if the total fees are estimated to exceed \$100.

Response

The Township will make a good faith effort to provide the requested public records as promptly as feasible. Township employees 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.

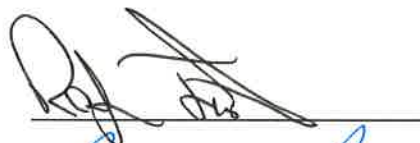
The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer shall respond to all such requests in a manner consistent with the Right To Know Law.

Appeals Process

If a written request is denied or deemed denied, the requester may file an appeal in writing to Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120-0225. The appeal shall be filed within 15 business days of the mailing date of the township's response or within 15 days of a deemed denial. The appeal shall state grounds on which the requester asserts that the record is a public record and shall address any grounds stated by the Township for denying the request.

Established this 2nd day of February, 2016 by the Board of Supervisors of North Newton Township, Cumberland County, Pennsylvania.

 Chairperson

 Vice – Chairman

 Supervisor

 Attest: Secretary

This policy supersedes the township's policy dated January 5, 2009.