

Right-to-Know Policy Letterkenny Township

Open Records Officer

At the Reorganization Meeting each year, the Board of Supervisors for Letterkenny Township shall designate the Township Secretary as the township Open Records Officer and the Township Treasurer as the Alternate Open Records Officer. The Open Records Officer may be reached by using the township's email address, fax number, or mailing address.

Location

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Township Building during regular business hours.

Requests

Requests for records shall be made in writing to the township Open Records Officer on the *Standard Right-to-Know Law Request Form*, available on the Township Website, the Office of Open Records (OOR) Website, or at the Township Building. Anonymous or verbal requests will not be considered.

Fees

Paper copies shall be the maximum fee allowed by Statute but no less than 25 cents per side for black and white copies and 50 cents per side for color copies. The certification of a record shall be the maximum fee allowed by Statute but no less than \$5.00 per record. Specialized documents, including but not limited to blue prints 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 \$50.00.

Response

The Open Records Officer shall review all written requests and respond in writing no later than five business days after receiving the written request, complying 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.

Contact Information for 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 Process

Appeals must be filed within 15 business days of the mailing 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.

Policy Adopted on May 27, 2014, as Resolution 2014-1

Policy Amended on August 27, 2024, as Resolution 2024-5