

SPRINGFIELD TOWNSHIP, MERCER COUNTY

RESOLUTION # 5 – 2009

RIGHT-TO-KNOW POLICY

WHEREAS, the Board of Supervisors of Springfield Township hereby designates Patricia A. Wimer, Township Secretary, as the township Open Records Officer. The Open Records Officer may be reached at:

Springfield Township
1791 Perry Highway
Volant PA, 16156

Phone 724-748-4999
Fax 724-748-4439
email springsecretary@zoominternet.net

GENERAL, All documents deemed public record shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours 8:30 a.m. to 3:30 p.m. with exception of weekends and holidays.

REQUEST, shall be made in writing to the township Open Records Officer on a form provided by the township.

FEES, Paper copies shall be 15 cents 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.

RESPONSE, The township shall make a good-faith effort to provide the requested public record(s) as promptly as possible. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original township documents while taking reasonable measure to protect township documents from the possibility of theft, damage, and/or modification.

The Open Records Officer shall review all written request form 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 such request in writing 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 PROCESS, The appeal shall be filed within 15 business days of 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.

SUBSTITUTE OPEN RECORDS OFFICER, In the event Patricia Wimer, Township Secretary, is not available, the then acting Secretary and/or Assistant Secretary of the Township is designated as the Open Records Officer.

RESOLVED AND ENACTED this 5th day of January 2009 by the Springfield Township Board of Supervisors of Springfield Township.

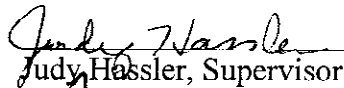
ATTEST:

**SPRINGFIELD TOWNSHIP,
MERCER COUNTY**

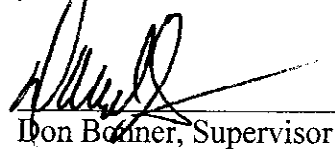


Patricia A. Wimer, Secretary

Randall Magee, Supervisor



Judy Hassler, Supervisor



Don Bonner, Supervisor