

WASHINGTON TOWNSHIP OPEN RECORDS POLICY

ADOPTED BY COUNCIL OF WASHINGTON TOWNSHIP ON DECEMBER 3, 2002

Requests

Public records will be available for inspection and copying at the Township Administration Building during normal business hours, Monday through Friday, 7:00 AM. to 4:30 P.M., with the exception of holidays.

Requests shall be in writing and directed to the Township Manager at the Township Administration Building, 11800 Edinboro Road, Edinboro, PA 16412. Written requests shall be on a form provided by the Township 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 free for the first three pages then \$0.25 per page thereafter. If any mailing is requested, the cost of postage will be charged. Legal size copies will be free for the first three pages then \$0.35 per sheet per side. E-mail pages will be charged as hard copy pages. If a disk is requested, it will be provided by the Township at the cost of \$3.00 per disk. A new disk will be necessary each time records are provided. Fax copies will be available at the cost of \$0.50 per page. If "True and Correct Certification" is requested, an additional charge of \$2.00 will be added. The Township will require pre-payment if the total fees are estimated to exceed \$15.00.

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 damage, theft and/ or modification.

The Township Manager 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 Township Manager shall respond to all such requests in a manner consistent with Act 100 of 2002, the Open Records Law.

Appeals Process

If written request is denied or deemed denied, the requester may file exceptions with the Washington Township Council within fifteen business days of the mailing date of the Township's denial. The exceptions 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.

Washington Township Council shall make a "final determination" on the exceptions within thirty days of the mailing date of the exceptions. Council may hold a hearing on the issue during the thirty days. If Council determines that the denial was correct, it must provide a written explanation to the requester.

The requester may appeal a final determination to the Common Pleas Court or District Justice within thirty days of denial or final determination.

Fees may be re-adjusted annually by Council at the Re-organizational Meeting.

WASHINGTON TOWNSHIP RECORD REQUEST FORM

NAME _____

DATE _____

ADDRESS _____

PHONE _____

DESCRIPTION OF RECORDS _____

INSTRUCTIONS: PICK-UP FAX MAIL DISK EMAIL

For Office Use Only:

Copies _____ Postage _____ Disk _____ Fax _____

Total Cost _____

Date request fulfilled _____

Initials of staff member _____

Date information: Picked up _____ Faxed _____ Mailed _____