

Corydon Township Board of Supervisors

McKean County

2474 West Washington Street, Bradford, PA 16701

phone: 814-362-2710 fax: 814-362-6180

RIGHT-TO-KNOW LAW

POLICY

This policy of Act 3 of 2009 supersedes and makes void the Open Records Policy of Act 100, 2002.

Open Records Officer

The township hereby will designate an Open Records officer for the Township each year during the Organization Meeting. The Open Records Officer's name, with place and times that person can be reached will be posted.

General

All documents deemed public records shall be available for inspection, retrieval and duplication at the Municipal Building during established business hours with exception of weekends, holidays and Personnel Policy given days off.

Request

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

Fees

Paper copies shall be 25 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.

Response (continued)

The Open Records Office 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 such requests 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 2009, 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 to made to the District Attorney of McKean County.

No records deemed private and confidential in accordance with Federal, State and County laws can and will not be disclosed.

Appeal Process

The appeal shall be filed within 15 business days of the mailing date of the township’s response or withing15 business days of a deemed denial. The appeal shall sate the grounds upon which the requester assets the records is a public record and shall address any grounds stated by the township for delaying or denying the request.

RESOLVED AND ENCACTED this _____ day of _____ 2009 by the Corydon Township Board of Supervisors.

Timothy P. Yohe, Chairman

ATTEST:

Steve Foster, Vice-Chairman

Marcia A. Kuhn, Secretary/Treasurer

Harry Tome, Supervisor