

LONDON GROVE TOWNSHIP

Right-To-Know Policy

Open Records Officer

The Township hereby designates **Kenneth Battin** as the Township Open Records Officer. The Open records Officer may be reached at 372 Rose Hill Road, Suite 100, West Grove PA 19390, P: 610-345-0100, F: 610-345-0455, email kbattin@londongrove.org.

General

All Documents deemed public records shall be available for inspection, retrieval and duplication at the Municipal Building during established business hours 8:00 a.m. till 4:30 p.m. Monday through Friday.

Request

Request shall be made in writing to the Township Open records Officer on a form provided by the Township. (Form Attached)

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, 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 \$100.00.

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 for access to public records; as soon as possible, but no later than five (5) 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 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 Process

The appeal shall be filed within fifteen (15) business days of the mailing date of the Township's response or within fifteen (15) business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts the records in a public record and shall address any grounds stated by the Township for delaying the request.

RESOLVED AND ENACTED this 3rd day of January 2017 by the London Grove Township Board of Supervisors.

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Right-To-Know Request Form

Request Submitted By: Email U.S. Mail Fax In Person

Date Request Was Submitted: _____

Name of Requester: _____

Street Address: _____

City/State: _____

County: _____

Telephone Number: _____

Email: _____

Records Requested:

**Provide as much specific detail as possible so the agency can identify the information that is being sought.*

Would You Like Copies? Yes No

Do You Want to Inspect the Records? Yes No

Do You Want Certified Copies of the Records? Yes No

**Copies of the Records Cost 25 Cents Per Page*

For Official Use Only

Right-To-Know Officer: _____

Date Received: _____

Five (5) Day Response Due: _____

**** Anonymous or verbal request will not be considered by the Township.**