

TOWNSHIP OF UNION  
RIGHT-TO-KNOW POLICY

OPEN RECORDS OFFICER:

The Township hereby designates the Township Secretary as the Township's Open Records Officer.

The Open Records Officer may be reached at: Union Township Building, 70 Municipal Lane, Winfield, PA 17889, telephone number 570-524-4589, fax number 844-758-7870, email [info@uniontp.org](mailto:info@uniontp.org).

GENERAL:

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

REQUESTS:

Requests shall be made in writing to the Township's Open Records Officer on a form provided by the Township, a copy of which is attached hereto. When the Open Records Officer receives a request, he/she must stamp the date of receipt upon it and note the date by which the request must be fulfilled.

FEES:

Paper copies shall be Twenty-five (.25) Cents per page per side. The certification of a record is One (\$1.00) Dollar 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. If fax or other media is requested, the actual cost thereof will be charged. The Township shall require payment if the total fees are estimated to exceed One Hundred (\$100.00) Dollars.

RESPONSE:

The Township shall make a good faith effort to provide the requested public records 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 records from the possibility of theft, damage, and/or modification.

The Open Records Officer shall review all written requests 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 by fulfilling or denying it in writing consistent with Act 3 of 2008, the Right-To-Know Law. The Open Records Officer may take an additional thirty (30) days to fulfill a request if redaction is required, documents must be retrieved from a remote location, a legal review is required, or legitimate staffing limitations exist. If additional time is needed, the Open Records Officer must send the requester a receipt of the request that includes a statement of the reason for the need for additional time within five (5) business days from receipt of the request will be deemed denied.

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, the requester may file an appeal in writing to the Office of Open Records, 333 Market Street, 16<sup>th</sup> Floor, Harrisburg, PA. 17101-2234; web: [www.openrecords.pa.gov](http://www.openrecords.pa.gov); email: [openrecords@pa.gov](mailto:openrecords@pa.gov).

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 is a public record and shall address any grounds stated by the Township for delaying or denying the request.

POSTING:

This policy, together with the attached Request Form, shall be posted at the Union Township Building and on the Township's website.

ADOPTED as a Policy of the Township of Union this 3<sup>rd</sup> day of July, 2018 by Motion of the Board of Supervisors of Union Township, Union County, Pennsylvania.