

**TOWNSHIP OF PENN
BERKS COUNTY, PENNSYLVANIA**

Open Records Policy

Open Record Officer

The Board of Supervisors of the Township of Penn (“Township”) has designated Christy Flaherty as the Township of Penn Open Records Officer. The Township’s Open Records Officer, Christy Flaherty, may be reached at:

Township of Penn
840 N. Garfield Road
Bernville, PA 19506
Phone: 610-488-1160 Fax: 610-488-0611

General

Established Township business hours are generally Monday from 1:00 PM to 6:00 PM and Thursday from 8:00 AM to 12:00 PM, with the exception of weekends and holidays.

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

Requests

Requests shall be made in writing to the Township Open Records Officer on a form provided by the Township or the form provided by the Pennsylvania Office of Open Records. The request form may be submitted in person, by mail, or by fax. Anonymous requests will not be accepted or responded to. (See attached form.)

Fees

Paper copies shall be 25 cents per page per side. The certification of a record is \$1 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. Requestor may be required to pay the amount due for postage and reproduction of the documents before they are provided. The Township shall require prepayment before reproduction of the documents 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 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, unless an extension is taken pursuant to Act 3 of 2008, the Right-to-Know Law, 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 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. to the Pennsylvania Office of Open Records. The procedure and information on how to file appeals to the Pennsylvania Office of Open Records, including online appeal form, can be found at <https://www.openrecords.pa.gov/Appeals/HowToFile.cfm>.

Online appeals can be submitted at:

<https://www.openrecords.pa.gov/Appeals/AppealForm.cfm>.

Appeals may also be submitted as follows:

Via Fax 717-425-5343

Email: openrecords@pa.gov

Postal Mail:

Executive Director

Office of Open Records

Commonwealth Keystone Building

333 Market Street

16th Floor

Harrisburg, Pennsylvania 17101-2234

In person during normal business hours at:

Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, Pennsylvania

Appeals of criminal records shall be made to the District Attorney of Berks County:

John T. Adams, Esq.
Berks County Services Center
633 Court Street, 5th Floor
Reading, PA 19601
Phone: (610) 478-6000

Appeals Process

The appeal shall be filed within 15 business days of the 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.

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TOWNSHIP OF PENN
RIGHT-TO-KNOW REQUEST FORM

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date Request Submitted: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Full Name: _____

Company (if applicable): _____

Please send response via: Email U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.

RECORDS REQUESTED:

*Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary

Form continues on page 2. Retain a copy of both pages.

