

MONROE TOWNSHIP
CUMBERLAND COUNTY, PENNSYLVANIA

RESOLUTION 2016- 15

**RESOLUTION ADOPTING AN OPEN RECORDS POLICY,
ADOPTING A RIGHT-TO-KNOW RECORD REQUEST
FORM, AND APPOINTING AN OPEN RECORDS OFFICER
PURSUANT TO THE RIGHT-TO-KNOW LAW**

WHEREAS, the Right-to-Know Law was substantially revised, modified and adopted as Act No. 3 of 2008, the same being effective February 14, 2008; and

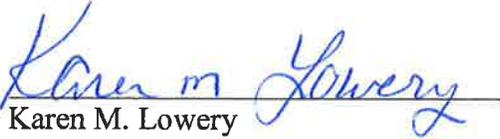
WHEREAS, the Monroe Township Board of Supervisors (hereinafter the "Board") is desirous of adopting an Open Records Policy, a Right-to-Know Record Request Form, and appointing an Open Records Officer, all in accordance with the applicable provisions of the Right-to-Know Law.

NOW, THEREFORE, BE IT RESOLVED, by the Monroe Township Board of Supervisors, Cumberland County, Pennsylvania, as follows:

1. The Board hereby adopts the Open Records Policy and Right-to-Know Record Request Form, copies of which are attached hereto, marked Exhibit "A" and Exhibit "B" and incorporated herein.
2. The Board hereby appoints Catalina Araiza as the township Open Records Officer, and Karen M. Lowery and Holly S. Wood as Assistant Officers. The Board of Supervisors can appoint or reappoint Open Records Officers from time to time by resolution.

RESOLVED, this 13 day of October, 2016.

ATTEST:


Karen M. Lowery

MONROE TOWNSHIP
BOARD OF SUPERVISORS


Philip F. Kehoe, Chairman


A.W. Castle, III, Vice-Chairman


Carl W. Kuhl, Supervisor

MONROE TOWNSHIP
CUMBERLAND COUNTY, PENNSYLVANIA

RIGHT-TO-KNOW POLICY
OPEN RECORDS POLICY

Open Record Officer

The township hereby appoints Catalina Araiza as the township Open Records Officer, and Karen M. Lowery and Holly S. Wood as Assistant Officers.

The Open Records Officer may be reached at: 1220 Boiling Springs Road, Mechanicsburg, PA 17055; 717-697-4613 or 717-258-6642; Monroetwp @monroetwp.net.

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours (8:00 AM to 4:30 PM) with the exception of weekends and holidays.

Requests

Requests shall be made in writing to the township Open Records Officer on a form provided by the township. (See attached form)

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 \$100.00.

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. At no time shall any township documents be removed from the township municipal building.

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, 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.

MONROE TOWNSHIP
RIGHT-TO-KNOW RECORD REQUEST FORM

DATE REQUESTED: _____

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY / STATE / COUNTY: _____

TELEPHONE : _____

RECORDS REQUESTED:

* Provide as much specific detail as possible so the agency can identify the information.

DO YOU WANT COPIES? YES OR NO

DO YOU WANT TO INSPECT THE RECORDS? YES OR NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES OR NO

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

** Public bodies must fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702)

*** Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703)

For Office Use Only:

Copies _____ **Postage** _____

TOTAL COST _____

Date Request fulfilled _____ **Initials of Staff Member** _____

Date Information: **Picked up** _____ **Mailed** _____

EXHIBIT B