

PERRY TOWNSHIP, SNYDER COUNTY, PA

18 Hoffman Hill Road, Mt. Pleasant Mills, PA 17853

**PERRY TOWNSHIP
RIGHT-TO-KNOW POLICY**

Open Records Officer:

The township hereby designates Cyndi E. Carvell, Secretary/Treasurer as the township Open Records Officer.

The Open Records Officer may be reached at: 18 Hoffman Hill Road, Mt. Pleasant Mills, PA 17853; Telephone / Message (570) 539-4784; Fax (570) 539-2066; or email through our website - <https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf>.

General:

All documents deemed public records shall be available for inspection, retrieval and duplication at the Municipal Building during established business hours with the exception of weekends and holidays. Please call to set up an appointment.

Requests:

Requests shall be made in writing to the township Open Records Officer on an Official Pennsylvania Office of Open Records Standard Right-To-Know Request Form. Forms may be located at <https://www.openrecords.pa.gov/> or by visiting our website at perrytownship.org. Anonymous requests will not be honored and will be denied. Legal names must be provided. *[Section 702 of the RTK Law gives townships discretion to deny anonymous requests.]*

Fees:

Paper copies shall be 25 cents for black & white copies, per page per side. The certification of a record is \$5.00 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 pre-payment 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, the ORO 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 the Office of Attorney General, Right-to-Know Officer, 15th Floor, Strawberry Square, Harrisburg, PA 17120; Fax to 717-705-7244; or by email at rtkl@attorneygeneral.gov. A printable request form may be located at <https://www.openrecords.pa.gov/RTKL/Forms.cfm> for your convenience.

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

RESOLVED AND ENATED this 25th day of June, 2024 by the Perry Township Board of Supervisors.

This policy has been signed and enacted officially on the 25th day of June, 2024 by the Perry Township Board of Supervisors and attested by the Secretary.