

EAST MARLBOROUGH TOWNSHIP OPEN RECORDS POLICY

REQUESTS

Public records will be available for inspection and copying at the East Marlborough Township Municipal Building during normal, posted business hours, Monday through Friday, 8:30 AM to Noon, with the exception of holidays.

Requests shall be in writing and directed to the Township Secretary, East Marlborough Township, 721 Unionville Road, Kennett Square, PA 19348. Written requests shall be on a form provided by the township and shall include the date of the request, the name and address of the requester, and a clear description of the records sought.

FEES

Paper copies will be \$0.25 per page for 8 ½ by 11 inch and \$0.50 for 11 x 17 inch paper. . If copies of plans and blueprints are needed, there will be a charge of \$10.00 per sheet. If mailing is requested, the cost of postage will be charged. Fax copies will be available at a charge of \$0.25 per page. If “True and Correct Certification” is requested, an additional charge of \$5.00 will be added. There will be a \$20.00 per hour staff processing fee. There will be no processing fee if requestor comes to the office and identifies each page needed. The Township will require prepayment if the total fees are estimated to exceed \$100.00.

RESPONSE

The Township will make a good faith effort to provide the requested public records as promptly as feasible. Township employees will cooperate with those requesting to review and/or duplicate original Township documents while taking reasonable measures to protect documents from the possibility of theft and/or modification. In all cases, the Township Secretary will respond as soon as possible, but no later than five business days after receiving a written request to access public records in a manner consistent with Act 100 of 2002, the Open Records Law.

APPEALS PROCESS

If a written request is denied or deemed denied, the requester may file exceptions with the Board of Supervisors within 15 business days of the mailing date of the Township’s denial. The exceptions shall state grounds on which the requester asserts that the record is a public record and shall address any grounds stated by the Township for denying the request.

The Board of Supervisors will make a “final determination” on the exceptions within 30 days of the mailing date of the exceptions. The Board of Supervisors may hold a hearing on the issue during the 30 days. If the Board determines that the denial was correct, it must provide a written explanation to the requester.

The requester may appeal a final determination to the Common Pleas Court or District Justice within 30 days of denial or final determination.

**EAST MARLBOROUGH TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION 02-26
OPEN RECORDS POLICY**

THIS RESOLUTION is made the 2nd day of December, 2002 by the Board of Supervisors of East Marlborough Township, Chester County, Pennsylvania

WHEREAS, The Right-to-Know Law and its recent amendments (*65 P.S. Section 6651 et.seq.*) requires certain records of the Commonwealth, its subdivisions and other agencies performing essential government functions to be open for examination and inspection by citizens of the Commonwealth of Pennsylvania, including copying of such records, the process to acquire such copies and the appeal process if such access is denied.

NOW THEREFORE, be it resolved by the Board of Supervisors of the Township of East Marlborough Township, Chester County, Pennsylvania, that the attached Public Records Policy is hereby adopted by the Township of East Marlborough

RESOLVED by the East Marlborough Township Board of Supervisors this 2nd day of December, 2002.

EAST MARLBOROUGH TOWNSHIP
BOARD OF SUPERVISORS

Attest: