

**EAST MARLBOROUGH TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

Pursuant to Act No. 3 of 2008, the East Marlborough Township Board of Supervisors adopts the following "Right to Know" policy, effective as of January 5, 2009:

RIGHT-TO-KNOW POLICY

1. Open Records Officer

The Township hereby designates the Township Manager as the Township Open Records Officer.

The Open Records Officer may be reached at:

721 Unionville Road, Kennett Square, PA, 19348

610-444-0725 (fax 610-444-1380)

jlaslo@eastmarlborough.org

2. General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building at the above address during established business hours (8:30 a.m. to noon) with the exception of weekends and holidays.

3. Requests

Requests shall be made in writing to the township Open Records Officer on a form provided by the township, substantially as appended hereto.

4. Fees

Paper copies shall be \$.20 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. The Township shall require prepayment if the total fees are estimated to exceed \$100.

5. 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 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.

6. Contact Information for Appeals

If a written request is denied or deemed denied, the requester may file an appeal in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building 400 North Street, Plaza Level Harrisburg, PA, 17120-0225.

7. Appeals of Criminal Records

Appeals of criminal records shall be made to the District Attorney of Chester County, 201 West Market Street, PO Box 2746, West Chester, PA, 19380-0989 (610-344-6801 (fax 610-344-5905).

8. 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.

ADOPTED BY MOTION this 5th day of January, 2009 by the East Marlborough Township Board of Supervisors.

**EAST MARLBOROUGH TOWNSHIP
BOARD OF SUPERVISORS**

Attest:

Jane R. Laslo, Secretary

**EAST MARLBOROUGH TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____, 20

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

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

[NOTE: Provide as much specific detail as possible so the Township's Open Records Officer can identify the information.]

DO YOU WANT COPIES? YES or NO [NOTE: Copy charge is \$.20 per page]

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: JANE R. LASLO, TOWNSHIP MANAGER

DATE RECEIVED BY THE TOWNSHIP:

TOWNSHIP'S FIVE (5)-DAY RESPONSE DUE:

[NOTE: 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.)]