

## Open Records Policy

All documents deemed public records are available for inspection, retrieval and duplication at the Township office during established business hours with the exception of holidays. Requests shall be made in writing to the Township Open Records Officer on a form provided by the Township or the PA State form.

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 reproduction. 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. Fees must be paid before records are released to the requester.

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 2008.

If a written request is denied or deemed denied, the requester may file an appeal in writing to Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225. Appeals of criminal records shall be made to the District Attorney of Lancaster County, Courthouse, 50 North Duke Street, P. O. Box 83480, Lancaster, PA 17608-3480. An 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.

East Earl Township's Open Records Officers are:

Connie J. Gross, Township Open Records Officer  
Sally A. Usner, Township Deputy Open Records Officer  
Denise A. Bensing, Water & Sewer Authorities Open Records Officer  
Kevin C. McCarthy, Police Department Open Records Officer

**EAST EARL TOWNSHIP  
OPEN RECORDS REQUEST FORM**

DATE REQUESTED: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER (optional) \_\_\_\_\_

DESCRIPTION OF RECORDS *(For more space, continue on back)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU WANT COPIES? YES NO

DO YOU WANT TO INSPECT RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO

INSTRUCTIONS: PICK-UP FAX MAIL DISK EMAIL

***For Office Use Only:***

OPEN RECORDS OFFICER: \_\_\_\_\_

DATE RECEIVED BY TWP. \_\_\_\_\_ 5-DAY RESPONSE DUE DATE \_\_\_\_\_

FEES: Copies \_\_\_\_\_ Postage \_\_\_\_\_ Disk \_\_\_\_\_ Fax \_\_\_\_\_ Cert.Fee \_\_\_\_\_

TOTAL COST \_\_\_\_\_

DATE REQUEST FULFILLED \_\_\_\_\_ (PICKED UP FAXED MAILED)