

# **HORSHAM TOWNSHIP**

## **OPEN RECORDS POLICY**

*As per PA Act 3 of 2008*

### **REQUESTS:**

Public records will be available for inspection and copying at the Township Municipal Building during normal business hours, Monday through Friday, 8:30 A.M. to 4:30 P.M., with exception of Holidays.

Requests shall be in writing and directed to the Right-To-Know Officer at the Township Municipal Building, 1025 Horsham Road, Horsham, PA 19044. Written requests shall be on a form provided by the township and shall include the date of the request, the name and address to which the response is to be sent, and a clear description of the records sought.

### **FEES:**

Paper copies will be \$0.25 per page. If mailing is requested, the cost of postage will be charged. Fax copies will be available at cost of \$0.50 per page. Specialized documents, blue prints, color copies, non-standard sized documents, CD, Disk and any other media will be actual cost. If a Certification of Record is requested, a charge of \$1.00 will be added. 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 shall cooperate with those requesting to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft and/or modification.

The Right-To-Know Officer shall review all written requests for access public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Right-To-Know Officer shall respond to all such requests in a manner consistent with Act 3 of 2008, the Right to Know Law.

### **APPEALS PROCESS:**

If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the Commonwealth of Pennsylvania Office of Open Records within 15 business days of the mailing date of the response or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts that the record is a public record and shall address any grounds stated by the Township for denying the request.

Township Manager

