

RESOLUTION 2009-04

OPEN RECORDS POLICY

HAMILTONBAN TOWNSHIP
ADAMS COUNTY, PENNSYLVANIA

BE IT RESOLVED, this 5th day of January, 2009 at a regularly scheduled meeting of the Board of Supervisors, that the Township of Hamiltonban adopts the following Open Records Policy, effective immediately:

Open Record Officer

The township hereby designates the Township Secretary as the Open Records Officer for Hamiltonban Township. The township also designates the Township Secretary as the Open Records Officer for the Hamiltonban Township Police Department.

The Open Records Officer may be reached at:

Mrs. LuAnn M. Dille, Secretary
Hamiltonban Township Open Records Officer
23 Carrolls Tract Road
PO Box 526
Fairfield, PA 17320

Phone: (717) 642-8509 Fax: (717) 642-9511 Email: hamiltonban@embarqmail.com

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours 8:00 a.m. to 4:30 p.m. Monday through Thursday, 8:00 am to 11:00 am on Fridays, with the exception of weekends and holidays.

Requests

Requests shall be made in writing to the township Open Records Officer on a form provided by the township. (See attached form)

Fees

Paper copies shall be .25 (twenty five) 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.

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.

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

Appeals of criminal records shall be made to the District Attorney of Adams County:

**Mr. Shawn Wagner
Adams County District Attorney
Adams County Courthouse
111-113 Baltimore Street
Gettysburg, PA 17325
(717) 337-9840**

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.

ATTEST:

HAMILTONBAN TOWNSHIP
BOARD OF SUPERVISORS

LuAnn M. Dille, Secretary

Robert L. Gordon, Chairman