

**Resolution Number 2016-05**  
**Hamiltonban Township, Adams County, Pennsylvania**

**A RESOLUTION OF BOARD OF SUPERVISORS OF HAMILTONBAN  
TOWNSHIP AMENDING THE HAMILTONBAN TOWNSHIP  
OPEN RECORDS POLICY**

**WHEREAS**, the Board of Supervisors of Hamiltonban Township desires to update and amend Resolution 2009-04, Open Records Policy; and

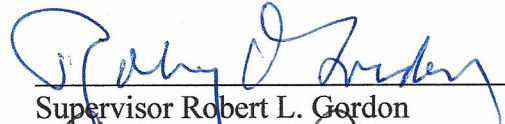
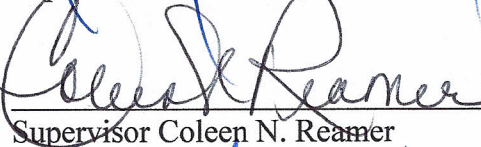
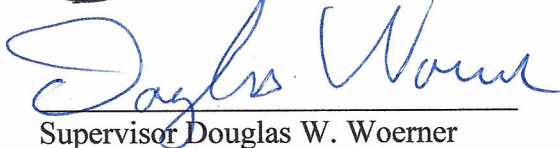
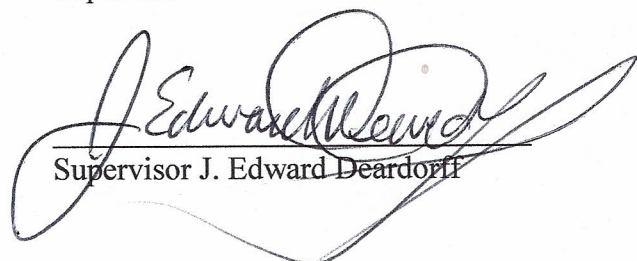
**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Board of Supervisors of Hamiltonban Township does hereby adopt this resolution and enacts the following Open Records Policy this 4<sup>th</sup> day of January 2016 at its regularly scheduled meeting which was duly convened in accordance with the law, effective immediately. This Open Records Policy shall replace all prior Open Records Policies.

**ATTESTED BY:**



Deborah K. Feiler  
Secretary/Treasurer

Board of Supervisors  
Hamiltonban Township

  
Supervisor Robert L. Gordon  
Supervisor Coleen N. Reamer  
Supervisor Douglas W. Woerner  
Supervisor LuAnn M. Dille  
Supervisor J. Edward Deardorff

## OPEN RECORDS POLICY

### **Open Record Officer**

The Board of Supervisors of Hamiltonban Township hereby designates the Township Secretary/Treasurer as the Open Records Officer for Hamiltonban Township. The Open Records Officer may be reached at:

Hamiltonban Township Secretary/Treasurer  
Open Records Officer  
PO Box 526  
23 Carrolls Tract Road  
Fairfield, PA 17320  
Phone: (717) 642-8509 Fax: (717) 642-9511  
Email: [hamiltonban@embarqmail.com](mailto:hamiltonban@embarqmail.com)

### **General**

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during normal advertised business hours.

### **Requests**

Requests shall be made in writing to the Township Open Records Officer on a form provided by the Township.

### **Fees**

Paper copies shall be twenty five (\$0.25) cents per page per side. The certification of a record is one dollar (\$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 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 fifty (\$50.00) dollars.

### **Response**

The Open Records Officer shall provide the requested public record(s) as soon as possible, but no later than five (5) business days after receiving a written request. The Office of Open Records advises that "five business days" refers to the days the Township Office is open for business. The "five business days" begins once the Open Records Officer actually receives the request in the office. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original Township documents while taking reasonable measure to protect original Township documents from the possibility of theft, damage, and/or modification.

### **Contact Information for Appeals**

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 Process**

The appeal shall be filed within fifteen (15) business days of the mailing date of the Township's response.