

# **Richland Township Right-to-Know Policy**

## **Open Records Officer**

Richland Township hereby designates the Township Secretary, currently Paul Stepanoff, as the Township Open Records Officer. Administrative Assistant Tracey Virnelson is hereby designated as the Assistant Open Records Officer. The Assistant Open Records Officer shall serve as the Open Records Officer in the absence of the designated Open Records Officer.

## **Requests**

Public records will be available for inspection and copying at the Richland Township Municipal Building located at 1328 California Road during normal business hours, Monday through Friday, 8:30 AM to 5:00 PM, with the exception of holidays.

Requests shall be in writing and directed to the Open Records Officer at the Township Municipal Building, 1328 California Road, Suite A, Quakertown, PA 18951. Written requests shall be on a form provided by the Township and shall include the date of the request, the name and address of the requester, and a clear description of the records sought.

## **Fees**

Paper copies will be \$.25 per page or per side of a two sided copy. Specialized documents including, but not limited to, blueprints, color copies, and non-standard sized documents shall be charged the actual cost of production. If "True and Correct Certification" is requested, an additional charge of \$1.00 will be added. If mailing is requested, the cost of postage will be charged. The Township will require prepayment if the total fees are estimated to exceed \$100.

## **Response**

The Township will make good faith effort to provide the requested public records as promptly as feasible. The Open Records Officer or Assistant 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, damage and/or modification.

The Open Records Officer or Assistant 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 or Assistant shall respond to all such requests in a manner 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, 4<sup>th</sup> Floor, Harrisburg, PA 17120.

Appeals of requests for criminal records shall be made to the District Attorney of Bucks County, Matthew D. Weintraub, at Office of District Attorney, Bucks County Courthouse, 55 East Court Street, Doylestown, PA 18901.