

**NEWLIN TOWNSHIP**  
CHESTER COUNTY, PENNSYLVANIA

RESOLUTION No.2015-04

**RIGHT-TO-KNOW POLICY**

Though not required by law, this policy has been prepared by the Board of Supervisors, Newlin Township, to comply with the requirements of Act 3 of 2008 and reviewed by the Township's Solicitor to ensure compliance with said Act.

**Open Records Officer**

The Board of Supervisors, Newlin Township, hereby designates the Township Secretary, Gail Abel as the Township Open Records Officer. The Open Records officer may be reached at the Newlin Township Office, 610-486-1141.

**General Information**

All documents deemed public records shall be available for inspection, retrieval and duplication, by appointment only.

**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 \$.25 cents per page per side. The certification of a record is \$1.00 per records. Specialized documents including, but not limited to blue prints, color copies and non-standard size 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 \$100.00.

**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 (5) 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.

Section 902 of the Right to Know Law allows the Township to take up to an additional 30 calendar days to fulfill a request due to "bona fide and specified staffing limitations". If it will take longer than five (5) business days to fulfill a request, a written response will be provided within five (5) business days explaining the reason for the delay.

If access to a record is denied, the response shall include a reason for denial as stipulated in Act 3 of 2008, 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 State Street, Plaza Level, Harrisburg, PA 17120-0225.

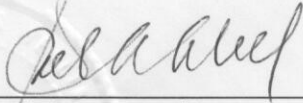
Appeals of criminal records shall be made to the District Attorney of Chester County, Tom Hogan, Chester County Courthouse, Two North High Street, West Chester, PA 19380.

Appeals Process

The appeal shall be filed within fifteen business days of the mailing of the Township's response or within fifteen days of a 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.

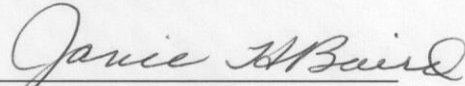
ENACTED and ADOPTED this 12<sup>th</sup> day of January 2015 by the Board of Supervisors, Newlin Township.

ATTEST

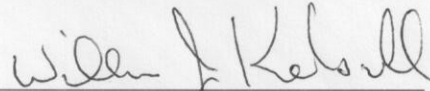
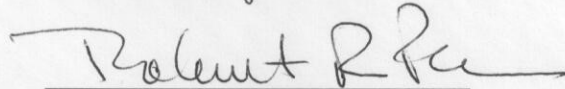


Gail Abel, Secretary/Treasurer

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