

**NEWLIN TOWNSHIP**  
CHESTER COUNTY, PENNSYLVANIA

RESOLUTION No. 2024-05

**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 as follows:

Newlin Township  
1751 Embreeville Road, Coatesville, PA 19320  
(610)486-1141  
info@newlintownship.org

**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's Open Records Officer using the Township's Right-to-Know form found on the Township's website.

Requests submitted on the Standard Right-to-Know Request form issued by the Pennsylvania Office of Open Records (OOR) will also be accepted. Anonymous or verbal requests will not be accepted or processed.

**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 blueprints, 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 Executive Director, Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101.

#### **Appeals Process**


Appeals must be filed within 15 business days of the mailing date of the Township's response. Please note that a copy of the requester's original request and the Township's denial letter must be included when filing an appeal. The law requires an appeal to include reasons why the record is a public record and to address the reasons for denial that the Township stated in its denial letter. Visit the OOR's website at [www.openrecords.pa.gov](http://www.openrecords.pa.gov) for additional information on filing an appeal.

**RESOLVED** and **ADOPTED** this 9<sup>th</sup> day of September 2024 by the Board of Supervisors, Newlin Township.

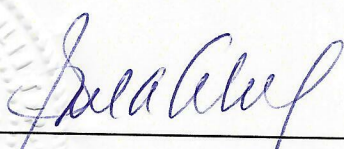
#### **BOARD OF SUPERVISORS**

  
\_\_\_\_\_  
William J. Kelsall, Chairman

\_\_\_\_\_  
Jim Cornell, Vice-Chairman

  
\_\_\_\_\_  
Robert R. Pearson, Member

**ATTEST:**

  
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Gail Abel, Secretary/Treasurer

