

RECORD REQUEST FORM

OPEN RECORDS OFFICER: THEODORE R. LOCKER JR.

EMAIL: TEDL@SKIPPACKTOWNSHIP.ORG

Date: _____ Phone Number: _____

Name: _____

Address: _____

Description of Records (*Please note if you would like your copies certified*): _____

Instructions: Pick up Fax Mail Disk Email

Signature (*When request is submitted*)

For Office Use Only:

Manager's Approval: _____

Copies _____ Postage _____ Disk _____ Fax _____

Total Cost: _____ Date Request Fulfilled: _____ Staff Initials: _____

Date: Picked up: _____ Faxed: _____ Mailed: _____ Reviewed: _____

If the Township denies access to a record and you wish to make an appeal you can contact the state by mail: Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225; By Phone: (717) 346-9903; web site: openrecords.state.pa.us; and by email: openrecords@state.pa.us.

OPEN RECORDS POLICY

Requests

Public records will be available for inspection and copying at the Skippack Township Municipal Building during normal business hours, Monday through Friday, 8:00 AM to 4:30 PM, with the exception of holidays.

Requests shall be in writing and directed to the Open Records Officer at the above-listed address. Written requests shall be on a form provided by the township and shall include the date of the request, the name, address, and telephone number of the requester, and a clear description of the requests sought.

Fees

Paper copies will be \$0.25 per page per side. If mailing is requested, the cost of postage will be charged. If a disk is requested, the Township at the cost of \$2.00 per disk will provide it. A new disk will be necessary each time records are provided. Fax copies, ten (10) pages maximum, will be available at no cost. If a "True and Correct Certification" is requested, an additional charge of \$2.00 will be added. The Township will require prepayment if the total fees are estimated to exceed \$25.00.

Response

The Township will make a good faith effort to provide the requested public records as promptly as feasible. Township employees 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 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 all such requests in a manner consistent with Act 3 of 2008, the Right to Know Law.

Appeals Process

If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the Office of Open Records or judicial, legislative or other appeals officer designated under section 503 (d) within 15 business days of the mailing date of the agency's response or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts that the record is a public record, legislative record or financial record and shall address any grounds stated by the agency for delaying or denying the request.