

MT. PLEASANT TOWNSHIP
OPEN RECORDS POLICY

It is the intent of Mt. Pleasant Township to make its public records available to the public in the most convenient and efficient manner possible. The Township recognizes the requirements of Act 3 of 2008, the new Open Records Law and will meet the obligations of that Act fully.

Contact Person - The Township Secretary is the official keeper of all Township records and is the official Open Records Officer as described in Act 3 of 2008. The Secretary has the responsibility to ensure the integrity and safety of the Township's records and that they are properly kept in accordance with the Records Retention Act. Records shall be provided in the medium requested, if available, otherwise, the record will be provided in the medium in which it is currently available. All official requests for records shall be made to the Township Secretary.

Requests - Public records will be made available for inspection at the Township Municipal Building located at 31 McCarrell Road, Hickory, PA 15340 during normal business hours, Monday-Friday, 8:00 a.m. to 4:00 p.m., with the exception of holidays. Requests shall be in writing on a form provided by the Township or the State Office of Open Records Uniform Request Form, both are attached. The form shall include the date of the request, name, address and telephone number of requester, and a clear description of the records sought. The Township does not accept verbal or anonymous requests. Written requests can be submitted in person at the address listed above, by mail to the address listed above, by fax to (724)356-7751, or by e-mail to mpt@mpt-pa.com. The Township is not responsible for failed electronic mail requests.

Response - The Township will make a good faith effort to promptly respond to the request as feasibly possible and will be fulfilled or denied within five (5) business days. The Township will 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 Township Secretary shall review all requests for access to public records and respond within the timeline required. If it determined that the request needs an extension of time, up to thirty days (30), due to any of the following reasons a written notice will be sent within five (5) business days noting the delay and the reason for said delay and the reasons are as follows: redaction is required; records are stored in a remote location; bona fide and specified staffing limitations; legal review is necessary to determine whether the record is accessible; requester has not complied with agency policies or requester refuses to pay applicable fees. The Township Secretary shall respond to all requests in a manner consistent with Act 3 of 2008, the new Open Records Law. Failure to meet any deadlines established is a deemed denial.

It is recognized that the Township is also in possession of records that may not be public or may be confidential, in accordance with the guidelines in Act 3 of 2008, the new Open Records Act. In such cases the Secretary will consult the Solicitor for his review. Those records may not be allowed to be released in total and may require some redaction. If the record is an employee record and said employee has a question about the release of a record, that employee shall contact the Township Secretary as soon as possible. The internal review shall not delay the compliance of the five day time period unless an extension is required.

Retention of Records – Records compiled on behalf of a requester will be discarded if not picked up by the requester within 60 days of the Township's response and the Township will retain all fees.

Fees – Any fees charged shall be in accordance with the fees established by the State Office of Open Records (attached) and reflected in the township Fee Schedule Resolution. Fees are to be paid in full before release of requested documents and any fees estimated to be \$100.00 or greater shall be paid in advance of document retrieval. Paper copies

Appeals Process - If a written request is denied or deemed denied, the requester may file an appeal within fifteen (15) business days of the mailing date of the Township's denial to the Office of Open Records who will then assign an appeals officer. The appeal shall state the grounds for asserting openness and shall address the grounds of the Township's denial.

The appeals officer must make a written final determination, with explanation, within thirty (30) days of the mailing date of the decision. Failure to meet that date is a deemed denial. The appeals officer may conduct a hearing on the matter. The determination is a final order, and is sent to both the requester and the Township.

Appeals from determinations of the appeals officer relating to local agencies, or a deemed denial by an appeals officer, are filed with the Washington County Court of Common Pleas or to the District Attorney's Office for Police Records, within thirty (30) days of the mailing date of the decision. The petition for review constitutes a stay on the release of the documents until a decision is rendered by the court.

Miscellaneous Provisions

Act 3 of 2008, the new Open Records Act applies to "requests...made" after December 31, 2008. Any statute in conflict supersedes this statute. All provisions of this act are severable. The prior Right-to-Know law is repealed; any reference to it in another statute is considered a reference to the new law. Act 3 of 2008, the new Open Records Act takes effect January 1, 2009.

Disclosure

This policy should not be construed as an entire interpretation of the new law and does *not* include definitions of records. It is merely guidelines for the Township to follow. Mount Pleasant Township will adhere to all rules and regulations provided for in Act 3 of 2008 with the guidance of the Township Solicitor. Some matters of interpretation may be modified by action of the Open Records Office of Pennsylvania.

Contact information and request form to follow. You may either use the attached form or the uniform request form provided by the state.

Contact Information:

Mount Pleasant Township
31 McCarrell Road
Hickory, PA 15340
Phone: 724.356.7974
Fax: 724.356.7751
Website: www.mpt-pa.com
E-mail: mpt@mpt-pa.com – Titled: Open Records Request
Open Records Officer: Mary Ann Stevenson
Public Information Officer (for public safety requests): Sergeant Louis J. McQuillan

Appeals of Township Records:

Terry Mutchler, Executive Director
Office of Open Records
Commonwealth Keystone Building, 400 North Street, Plaza Level
Harrisburg, PA 17120-0225
Phone: 717.346.9903
Website: <http://openrecords.state.pa.us>
E-mail: openrecords@state.pa.us

Appeals of Criminal Records:

Washington County District Attorney
Steven M. Toprani
Washington County Courthouse
Suite 1003
1 South Main Street
Washington, PA 15301
Phone: 724.228.6790
Fax: 724-250-6515
Website: www.co.washington.pa.us
Hours: 9:30 am – 4:00 pm, Monday - Friday

MT. PLEASANT TOWNSHIP
RECORD REQUEST FORM

Date _____

Name _____

Address _____

Email Address _____

Telephone Number _____

Cell Phone Number _____

Fax Number _____

Description of Records (for more space, continue on reverse side):

Do you want to review the documents or do you want copies of the documents? _____

If you want copies, do you want them certified? _____ If so, there is an additional charge of \$1.00 per record.

Method of Delivery: PICK-UP FAX MAIL E-MAIL

Requesters Signature _____

When complete, please return to Mt. Pleasant Township Secretary, 31 McCarrell Road, Hickory, PA 15340

FOR OFFICE USE ONLY:

Copies _____ X \$0.25 per page per side = _____ Postage Fee _____
Disk Fee _____
Fax Fee _____
Certification Fee _____

Total Cost _____ Date Completed _____

Staff member completing request _____

Date Information Released: _____ Picked Up Faxed Mailed E-mailed

Open Records Officer Signature _____



pennsylvania
OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

MOUNT PLEASANT TOWNSHIP, WASHINGTON COUNTY

DATE REQUESTED:

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE NUMBER: _____

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information.*

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: *Mary Ann Stevenson*

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*