

Wolf Creek Township
851 Centertown Road-Grove City, PA 16127
814-786-8102

OPEN RECORD POLICY

OPEN RECORD OFFICER

Wolf Creek Township hereby designates the secretary as the Township Open Records Officer.

GENERAL

All documents deemed public records shall be available for inspection, retrieval and duplication at the Municipal Building, by appointment only, with the exception of weekends and holidays.

REQUESTS

Requests shall be made in writing to the Township Open Records Officer, Charlene Weber, Township Secretary, at the Municipal Building, 851 Centertown Road, Grove City, PA 16127. 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 requestor and a clear description of the requested record(s).

FEES

Paper copies shall be 25 cents per page per side. The certification of a record is \$5 per record. Specialized documents including, but not limited to blue prints, color copies and non-standard sized documents shall be charged the actual cost of reproduction. If mailing is requested, the cost of postage will be charged. E-mail copies will be available at the cost of 50 cents per page. The Township shall require prepayment if the total fees are estimated to exceed \$100.

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 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 not later than the five 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.

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 written request is denied or deemed denied, the requestor may file and appeal in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225.

APPEALS PROCESS

The appeal shall be filed within 15 business days of the mailing date of the Township's response or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the requestor asserts the record is a public record and shall address any grounds stated by the Township for delaying or denying the request.