

**Lower Saucon Township
Northampton County, Pennsylvania**

Resolution #29-2016

Right-to-Know Policy

Open Record Officer

The Township hereby designates Leslie Huhn, Acting Township Manager, as the Township Open Records Officer. The Open Records Officer may be reached at: Lower Saucon Township, 3700 Old Philadelphia Pike, Bethlehem, PA 18015. Phone – 610-865-3291, Fax – 610-867-3580, email – info@lowersaucontownship.org.

Requests

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours, Monday through Friday, 8:30 a.m. to 4:30 p.m. with the exception of weekends and holidays.

Requests shall be made in writing and directed to the Township Open Records Officer on a form provided by the Township and shall include the date of the request, name and address of requester and a clear description of the records sought.

Fees

Paper copies shall be \$0.25 per page per side. If mailing is requested, the cost of postage will be charged. If a disk is requested, it will be provided by the Township at the cost of \$1 per disk. A new disk will be necessary each time records are provided. Fax copies will be available at the cost of \$0.50 per page. If “True and Correct Certification: is requested, an additional charge of \$2.00 will be added. Specialized documents including, but not limited to blue prints, color copies, and non-standard sized documents shall be charged the actual cost of production. The Township will require prepayment if the total cost exceeds \$100.

Response

The Township will make a good faith effort to provide the requested public record(s) as promptly as feasible. 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 all such requests in writing consistent with Act 2 of 2008, the Right-to-Know Law. The Open Records Officer may, upon written notification within five (5) days to the requester, notify that the request is delayed if the Open Records Officer determines that one of the exceptions contained in Section 902 (a) of the Pennsylvania Right-to-Know Law is applicable to the specific request.

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 Street, Plaza Level, Harrisburg, PA 17120-0225.

Appeals of criminal records shall be made to the District Attorney of Northampton County, John Morganelli, 669 Washington Street, Easton, PA, Phone – 610-559-3000.

Appeals Process

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

RESOLVED AND ENACTED this 20th day of January, 2016 by the Lower Saucon Township Council.

Attest

Lower Saucon Township

Leslie Huhn
Acting Township Manager

Ronald Horiszny
Council President