

# Rice Township Right To Know Policy

## **Open Record Officer**

Requests shall be in writing and directed to the Township Secretary at the Rice Township Municipal Building, 3000 Church Road, Mountaintop, PA 18707. 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 requester, and a clear description of the records sought. In requests addressed to the Rice Township Police Department, the Chief shall handle all requests according to State law.

## **General**

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

## **Requests**

Requests shall be made in writing to the township Open Records Officer on a form provided by the township. (See attached form)

## **Fees**

Paper copies will be \$0.10 per page per side. The certification of a record is \$1 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 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.

## **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 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 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 Luzerne County: Jacqueline Musto Carroll, 200 North River St., Wilkes-Barre, PA 18711, Phone: (570) 825-1674, Fax: (570) 825-1622.

RESOLVED AND ENACTED this 9th day of December, 2008, by the Rice Township Board of Supervisors.

ATTEST:

BOARD OF SUPERVISORS:

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**pennsylvania**

OFFICE OF OPEN RECORDS

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:**

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

**NAME OF REQUESTOR :** \_\_\_\_\_

**STREET ADDRESS :** \_\_\_\_\_

**CITY/STATE/COUNTY (Required):** \_\_\_\_\_

**TELEPHONE (Optional):** \_\_\_\_\_

**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

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**RIGHT TO KNOW OFFICER:**

**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.)*