

**WAYNE TOWNSHIP
RIGHT-TO-KNOW POLICY**

Open Record Officer

The township hereby designates the Township Secretary, Darlene S. Macklem as the township Open Records Officer. The Open Records Officer may be reached at:

Address: P.O. Box 217, McElhattan, PA 17748
Telephone: (570) 769-6008 or (570) 753-8615
Fax: (570) 769-1935 or (570) 753-8617

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building by appointment.

Requests

Requests shall be made in writing to the township Open Records Officer on a form provided by the township. (See attached form) Verbal requests will not be accepted.

Fees

Paper copies shall be twenty-five (\$.25) cents 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.

The above referenced fees associated with requests shall be established, from time to time, by Township Resolution.

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 2008, 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

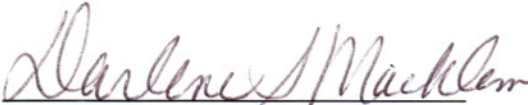
Appeals Process

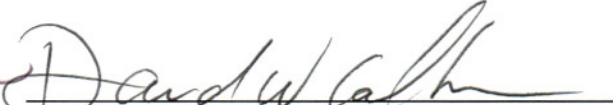
The appeal shall be filed within 15 business days of the mailing date of the township's response or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts the records is a public record and shall address any grounds stated by the township for delaying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

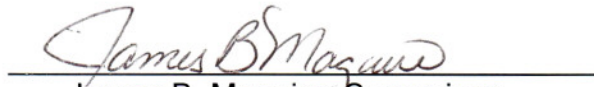
RESOLVED AND ENACTED this 5th day of January, 2009 by the Wayne Township Board of Supervisors.

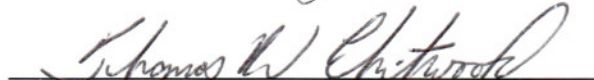
ATTEST:

WAYNE TOWNSHIP


Darlene Macklem, Secretary


David W. Calhoun, Chairman


James B. Maguire, Supervisor


Thomas W. Chitwood, Supervisor



WAYNE TOWNSHIP BOARD OF SUPERVISORS

P. O. Box 217
McElhattan, PA 17748

PH: (570) 769-6008 FAX: (570) 753-8617

Dave Calhoun • Tom Chitwood • James Maguire

PUBLIC RECORD(S) 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

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE: