

**RESOLUTION NO.: 2008-013**

**KIDDER TOWNSHIP BOARD OF SUPERVISORS  
RIGHT-TO-KNOW POLICY ADOPTED PURSUANT TO  
THE OPEN RECORDS ACT**

**Open Records Officer**

The Township hereby designates the position of Township Manager as the Open Records Officer. The Township Assistant Secretary/Treasurer will be the alternate Open Records Officer.

The Open Records Officer maybe reached at: Kidder Township Municipal Building, State Route 1003, Lake Drive, Lake Harmony, PA 18624. Mailing Address: PO Box 576, Lake Harmony, PA 18624.

**General**

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours 8:00 a.m. to 4:00 p.m. with the exception of weekends and holidays.

**Requests**

Requests shall be made in writing to the Township Open Records Officer on a form provided by the Township.

**Fees**

Paper copies shall be twenty-five (25) cents per page per side. The certification of a record is One Dollar (\$1.00) 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 One Hundred Dollars (\$100.00).

### **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 Carbon County, Carbon County Courthouse, Hazard Square, PO Box 36, Jim Thorpe, Pennsylvania 18229. Their telephone number is 570-325-2718.

**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 records is a public record and shall address any grounds stated by the Township for delaying or denying the request.

**RESOLVED and ENACTED** this 18<sup>th</sup> day of December, 2008 by the Kidder Township Board of Supervisors by a Vote of: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_ Absent.

KIDDER TOWNSHIP  
BOARD OF SUPERVISORS

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attest:

\_\_\_\_\_  
Kidder Township Secretary