

Hamilton Township, Franklin County, Pennsylvania
Right-to-Know Policy

Open Records Officer

The township hereby designates Deborah J. Hollenshead, Secretary, as the Hamilton Township Open Records Officer.

The Open Records Officer may be reached at: 1270 Crottlestown Road, Chambersburg, Pennsylvania 17202, telephone (717) 264-2946, fax (717) 264-2134.

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. (See attached form)

Fees

Paper copies shall be 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.

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 the Open Records Officer receives 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: Liz Wagenseller, Executive Director, Commonwealth of Pennsylvania, Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234.

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 17th day of December 2008 by the Hamilton Township Board of Supervisors.

Michael K. Kessinger

Michael K. Kessinger, Chairman

Randall E. Negley

Randall E. Negley, Vice-Chairman

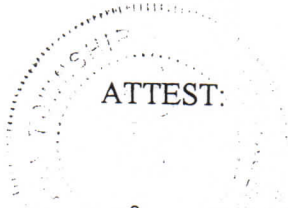
James C. Hollenshead

James C. Hollenshead, Supervisor

ATTEST:

Deborah J. Hollenshead

Deborah J. Hollenshead, Secretary/Treasurer





Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date of Request: _____ Submitted via: [] Email [] U.S. Mail [] Fax [] In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

How do you prefer to be contacted if the agency has questions? [] Telephone [] Email [] U.S. Mail

RECORDS REQUESTED: Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.

Blank lines for providing record details.

DO YOU WANT COPIES? [] Yes, printed copies (default if none are checked) [] Yes, electronic copies preferred if available [] No, in-person inspection of records preferred (may request copies later)

Do you want certified copies? [] Yes (may be subject to additional costs) [] No RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than [] \$100 (or) [] \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? [] Yes [] No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: [] Granted [] Partially Granted & Denied [] Denied Cost to Requester: \$_____

[] Appropriate third parties notified and given an opportunity to object to the release of requested records.