

**LEESPORT BOROUGH  
BERKS COUNTY, PENNSYLVANIA**

**Open Records Policy**

**Open Record Officer**

The Leesport Borough ("Borough") has designated Sandra L. Weiser-Pascavage as Open Records Officer. The Open Records Officer may be reached at:

27 S. Canal Street  
Mailing Address: P.O. Box 710, Leesport, PA 19533  
Phone: 610-926-2115      Fax: 610-916-3055  
**Email:** [leesportboro@comcast.net](mailto:leesportboro@comcast.net)

**General**

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Borough Building during established business hours (M - F) with the exception of weekends and holidays.

**Requests**

Requests shall be made in writing to the Borough Open Records Officer on a form provided by the Borough or the form provided by the Pennsylvania Office of Open Records. (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 Borough shall require prepayment if the total fees are estimated to exceed \$100.

**Response**

The Borough 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 Borough documents while taking reasonable measure to protect Borough 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 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:

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 Berks County:

John T. Adams, Esq.  
Berks County Services Center  
633 Court Street, 5th Floor  
Reading, PA 19601  
Phone: (610) 478-6000

### **Appeals Process**

The appeal shall be filed within 15 business days of the mailing date of the Borough'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 Borough for delaying or denying the request.