

**TOWNSHIP OF RICHMOND, BERKS COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2012-10**

**A RESOLUTION OF THE TOWNSHIP OF RICHMOND, BERKS COUNTY, PENNSYLVANIA, APPOINTING SHARON HARRISON AS OPEN RECORDS OFFICER FOR RICHMOND TOWNSHIP AND ADOPTING A REVISED OPEN RECORDS POLICY FOR RICHMOND TOWNSHIP**

WHEREAS, the Pennsylvania Second Class Township Code, Article VI, Section 607, charges Supervisors with the governance of the township, the authority to employ persons as may be necessary for the general conduct of township business, and to perform duties and exercise powers as may be imposed or conferred by law or the rules and regulations of any agency of the Commonwealth; and

WHEREAS, the Pennsylvania Right-To-Know Law, 65 P.S. Section 502(a) provides for the establishment of an Open Records Officer in each township and Section 504 for the adoption and posting of the regulations, policies and procedures in each township; and

WHEREAS, it is essential to the proper operation of the government of Richmond Township, as well as to assure that the laws are faithfully enforced, that there be an appointment of an Open Records Officer and that a revised Open Records Policy be adopted; and

WHEREAS, Sharon Harrison is employed by Richmond Township as a Township employee.

NOW, THEREFORE, BE IT RESOLVED, that the following appointment be made to a Richmond Township appointive office, with the appointee to hold such office until her removal from such office or until her successor shall have been appointed by the Board of Supervisors:

Sharon Harrison is hereby appointed to the office of Open Records Officer of Richmond Township and shall fulfill the duties of Township Open Records Officer set forth in the Pennsylvania Right-To-Know Law.

FURTHER RESOLVED, that such appointee shall serve at the pleasure of the Board of Supervisors of Richmond Township and for an indefinite term in such appointive office.

FURTHER RESOLVED, that the attached Open Records Policy be adopted for the Township of Richmond.

FURTHER RESOLVED, that the above-stated appointment and Open Records Policy shall take effect immediately.

FURTHER RESOLVED, that if any provision, sentence, clause, section, or part of this Resolution shall for any reason be found to be unconstitutional, illegal or invalid, such determination shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Resolution, and it is hereby declared to be the intent of the Board of Supervisors of Richmond Township that this Resolution would have been adopted had such unconstitutional, illegal or invalid provision, sentence, clause, section or part not been included herein.

FURTHER RESOLVED, that all Resolutions or parts of Resolutions inconsistent with this Resolution are hereby superseded.

FURTHER RESOLVED, that the Township Secretary shall deliver a certified copy of this Resolution to the appointee.

IN WITNESS WHEREOF, the Board of Supervisors of Richmond Township has adopted this Resolution in lawful session this 3rd day of January 2012.

BOARD OF SUPERVISORS,  
TOWNSHIP OF RICHMOND,  
BERKS COUNTY, PENNSYLVANIA

By:

  
Chairman

  
Vice Chairman

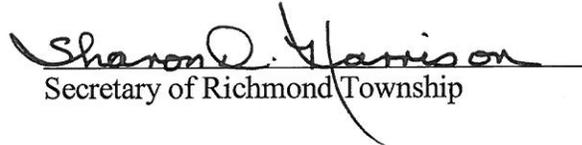
  
Member

Attest:

  
Secretary

CERTIFICATE

I hereby certify that the foregoing is a true and accurate copy of a resolution of the Board of Supervisors of RICHMOND TOWNSHIP, Berks County, Pennsylvania, which was fully adopted at a public meeting held pursuant to notice as required by law on the 3rd day of January 2012.

  
Secretary of Richmond Township

Dated: Jan. 3, \_\_\_\_\_, 2012

**TOWNSHIP OF RICHMOND  
BERKS COUNTY, PENNSYLVANIA**

**Open Records Policy**

**Open Record Officer**

The Township of Richmond (“Township”) Open Records Officer, Sharon Harrison, may be reached at:

11 Kehl Drive  
Fleetwood, PA 19522  
Phone: 610-944-0348 Fax: 610-944-6461  
Email: [richtwp@ptd.net](mailto:richtwp@ptd.net)

**General**

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours, generally 8:00 a.m. to 4:00 p.m. on ~~Mon, Tue. through Thur, Fri.~~ 8:00 am to 12:00 p.m. with the exception of holidays.

**Requests**

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

**RICHMOND TOWNSHIP RIGHT-TO-KNOW REQUEST FORM**

11 Kehl Drive  
Fleetwood, PA 19522  
Phone: 610-944-0348 Fax: 610-944-6461

Email: [richtwp@ptd.net](mailto:richtwp@ptd.net)

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY:      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: Sharon D. Harrison

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.)