

RESOLUTION NO. 2009-03

A RESOLUTION OF THE TOWNSHIP OF ROCKLAND,
BERKS COUNTY, PENNSYLVANIA, ESTABLISHING POLICIES
TO FACILITATE REQUESTS FOR PUBLIC RECORDS OF THE
TOWNSHIP OF ROCKLAND, THE MANNER IN WHICH RECORDS
SHALL BE DISSEMINATED, THE MANNER IN WHICH DECISIONS
SHALL BE MADE CONCERNING DISSEMINATION OF PUBLIC
RECORDS, AND ESTABLISHING A FEE SCHEDULE FOR
DUPLICATION AND CERTIFICATION OF PUBLIC RECORDS
OF THE TOWNSHIP OF ROCKLAND

WHEREAS, the Township of Rockland ("Township"), Berks County, Pennsylvania, is a municipality organized under and governed by the Second Class Township Code, as amended and supplemented, 53 P.S. Section 65102, et. seq (the "Code"); and

WHEREAS, the Township adopted Resolution No. 2002-16 establishing policies to facilitate requests for public records of the Township, the manner in which records shall be disseminated, the manner in which decisions shall be made concerning dissemination of public records, and establishing a fee schedule for duplication and certification of public records of the Township; and

WHEREAS, Township desires to amend said Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Supervisors of the Township of Rockland as follows:

1. That Section 2 of Resolution No. 2002-16 shall be amended to provide that the Township Secretary is Karen Krall.
2. That Section 6(a) of Resolution No. 2002-16 shall be amended as follows:

Photocopying fees – twenty-five cents (\$0.25) per side.

3. Additionally, the attached Right-to-Know Policy is hereby adopted, together with the forms promulgated by the Pennsylvania Office of Open Records, also attached hereto.

DULY ADOPTED this 13th day of January, 2009, by the Supervisors of the Township of Rockland, Berks County, Pennsylvania, in lawful session duly assembled.

TOWNSHIP OF ROCKLAND

RIGHT-TO-KNOW POLICY

OPEN RECORD OFFICER

The Township hereby designates Karen Krall as the Township Open Records Secretary.

The Open Records Secretary may be reached at: 41 Deysher Road, Fleetwood, Berks County Pennsylvania 19522; Telephone 610-682-6311; Fax 610-682-4717.

GENERAL

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours (9:00 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 Secretary on a form provided by the Township. (See attached form)

FEES

Paper copies shall be twenty-five cents (\$0.25) 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 Secretary shall cooperate with those requesting records to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft, damage, and/or modification.

The Open Records Secretary 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 Secretary 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 requestor may file an appeal in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, Pennsylvania 17120-0225.

APPEALS PROCESS

The appeal shall be filed within fifteen (15) business days of the mailing date of the Township's response or within fifteen (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 13th day of January, 2009, by the Rockland Township Board of Supervisors.

TOWNSHIP OF ROCKLAND

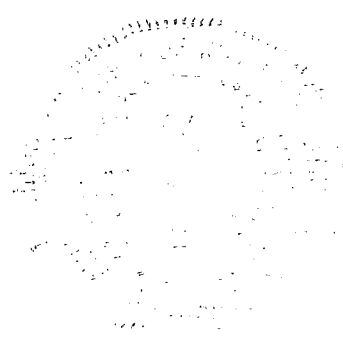
By: 
Chairman


Supervisor


Supervisor

Attest:


Katen Krall, Secretary





pennsylvania

OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW 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:

***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.)*