

LAWRENCE PARK TOWNSHIP

RIGHT-TO-KNOW POLICY

Open Record Officer

Lawrence Township hereby designates the Township Secretary as the Township Open Records Officer. The Open Records Office may be reached at:

Lawrence Park Township
4230 Iroquois Avenue
Erie, PA 16511
814-899-2305
814-566-3227
twpsec@lawrenceparktp.org

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 5:00 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). The Township will accept verbal requests. If the requester wishes to pursue the relief and remedies provided for in Act 3 of 2008, the request for access to records must be submitted in writing on the form. The form is available electronically on the website at www.lawrenceparktp.org

Requests received by the Lawrence Park Township Open Records Officer after 4:30 p.m., or received on a weekend, on a Township holiday, or during any closure of the Township Office, will be dated the following business day. Requests received at Township locations other than the office of the Open Records Officer will be dated when received by the Open Records Officer.

All requests for records through the Police Department will initially be directed to the Chief of Police for review and compliance.

Fees

Paper copies shall be \$.20 per page per side. The certification of a record is \$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 requestor is responsible for payment of fees and the Township shall require prepayment if the total fees are estimated to exceed \$100. All fees are to be paid prior to receipt of mailing of records.

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.

The Township will provide a final response to a Right-To-Know submitted request form within the five business days unless the Open Records Officer gives the requestor written notice that additional time is required due to:

- Legal review to determine if the record is subject to access under the Act
- Redaction is required
- Documents must be retrieved from a remote location
- The requester not complying with the Township's policy
- The requester not complying with the requirement for prepayment of fees
- A response within the five business day period cannot be accomplished due to bona fide staffing limitations, which limitations are to be specified in the interim response

This written response will be sent to the requester on or before the last day of the five business day period stating the request is under review and additional time is needed, the reason for the additional time, an estimated date that the response is expected to be provided and an estimate of the applicable fees due.

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, 4th Floor
Harrisburg, PA 17120-0225
717-425-5343
<http://openrecords.state.pa.us>
openrecords@pa.gov

Appeals of criminal records shall be made to the District Attorney of Erie County:

District Attorney Jack Daneri
Erie County Courthouse
140 West 6 Street
Erie, PA 16501
814-451-6000

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.