

MONROE TOWNSHIP  
CUMBERLAND COUNTY, PENNSYLVANIA

RESOLUTION 2018-07

RESOLUTION ADOPTING AN OPEN RECORDS POLICY,  
ADOPTING A RIGHT-TO-KNOW RECORD REQUEST FORM,  
AND APPOINTING AN OPEN RECORDS OFFICER PURSUANT  
TO THE RIGHT-TO-KNOW LAW

WHEREAS, the Right-to-Know Law was substantially revised, modified and adopted as Act No. 3 of 2008, the same being effective February 14, 2008; and

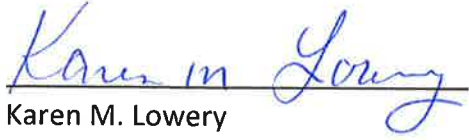
WHEREAS, the Monroe Township Board of Supervisors (hereinafter the "Board") is desirous of adopting an Open Records Policy, a Right-to-Know Record Request Form, and appointing an Open Records Officer, all in accordance with the applicable provisions of the Right-to-Know Law.

NOW, THEREFORE, BE IT RESOLVED, by the Monroe Township Board of Supervisors, Cumberland County, Pennsylvania, as follows:

1. The Board hereby adopts the Open Records Policy and Right-to-Know Record Request Form, copies of which are attached hereto, marked Exhibit "A" and Exhibit "B" and incorporated herein.
2. The Board hereby appoints Karen M. Lowery as the township Open Records Officer, and Holly S. Wood as the Assistant Officer. The Board of Supervisors can appoint or reappoint Open Records Officers from time to time by resolution.

RESOLVED, this 8<sup>th</sup> day of March, 2018.

ATTEST:

  
Karen M. Lowery

MONROE TOWNSHIP  
BOARD OF SUPERVISORS

  
A.W. Castle, III, Chairman

  
Philip F. Kehoe, Vice Chairman

  
Carl W. Kuhl, Supervisor

**MONROE TOWNSHIP**  
**CUMBERLAND COUNTY, PENNSYLVANIA**

**RIGHT-TO-KNOW POLICY**  
**OPEN RECORDS POLICY**

**Open Record Officer**

The township hereby designates Karen M. Lowery as the township Open Records Officer, and Holly S. Wood as the Assistant Officer.

The Open Records Officer may be reached at: 1220 Boiling Springs Road, Mechanicsburg, PA 17055; 717-697-4613 or 717-258-6642; [Monroetwp@monroetwp.net](mailto:Monroetwp@monroetwp.net).

**General**

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours (8:00 AM to 4:30 PM) 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 \$1.00 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 \$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 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. At no time shall any township documents be removed from the township municipal building.

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 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 Terry Mutchler, Executive Director, Office of Open Records, , 333 Market Street, 16<sup>th</sup> Floor, Harrisburg, PA 17126-0333.

**Appeals Process**

The appeals 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 record is a public record and shall address any grounds stated by the township for delaying or denying request.

**MONROE TOWNSHIP**  
**RIGHT-TO-KNOW RECORD REQUEST FORM**

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

**REQUEST SUBMITTED BY:**    E-MAIL        U.S. MAIL    FAX    IN-PERSON

**NAME OF REQUESTOR:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY / STATE / COUNTY:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**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:**

\*\* Public bodies must 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)

---

**For Office Use Only:**

**Copies** \_\_\_\_\_    **Postage** \_\_\_\_\_

**TOTAL COST** \_\_\_\_\_

**Date Request fulfilled** \_\_\_\_\_    **Initials of Staff Member** \_\_\_\_\_

**Date Information:**    **Picked up** \_\_\_\_\_    **Mailed** \_\_\_\_\_

**EXHIBIT B**

CERTIFICATE

I, the undersigned, Secretary of the Township of Monroe, Cumberland County, Pennsylvania (the "Township"), certify that: the foregoing is a true and correct copy of a Resolution of the Board of Supervisors of the Township (the "Board"), which duly was enacted by affirmative vote of a majority of the members of the Board at a meeting held on March 8, 2018; said Resolution duly has been recorded in the Resolution Book of the Township; and said Resolution remains in effect, unaltered and unamended, as of the date of this Certificate.

IN WITNESS WHEREOF, I set my hand and affix the official seal of the Township, this 8<sup>th</sup> day of March, 2018.

  
Secretary/Treasurer

SEAL