

RIGHT-TO-KNOW POLICY

OPEN RECORDS OFFICER

Wyalusing Borough hereby designates Stacy J. Hart as the Borough Open Records Officer.

The Open Records Officer may be reached at: Wyalusing Borough

PO Box 131

Wyalusing, Pa 18853

570-746-1707 Fax-570-746-3576

wyalboro@epix.net

GENERAL

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Wyalusing Borough Hall during established business hours (Monday-Thursday 8:00 am-Noon) 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. (See attached form)

FEES

Paper copies shall be free for the first six (6) pages and \$0.25 per page per side afterwards. The certification of a record is \$2.00 per record. Specialized documents including, but not limited to blue prints, copier 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 \$100.00.

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 for 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 PROCESS

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

RESOLVED AND ENACTED this _____ day of _____, 2009 by the Wyalusing Borough Council.

Wyalusing Borough Council

Mayor

Secretary