

TOWNSHIP OF SALISBURY

General Information Requests for Public Records

Public Records of the Township of Salisbury are generally available to residents of the Commonwealth pursuant to the Right-To-Know Law, 65 P.S. § 66.1 et seq., as amended. The following outlines basic procedures for making a request for information.

Requests for information should be made to:

Cathy Bonaskiewich, Township Manager
Designated as the Open Records Officer
Township of Salisbury
2900 South Pike Avenue
Allentown, PA 18103
(610) 797-4000
Hours: 8:30 a.m. to 4:30 p.m. (M-F)

The Open Records Officer may appoint other officers to carry out the intent of the Act.

If the request is denied or deemed denied, the requester may file an appeal with the Commonwealth's Office of Open Records, Commonwealth Keystone Building 400 North Street Plaza Level, Harrisburg, PA 17120-0225.

Appeals concerning criminal records shall be made to the District Attorney of Lehigh County at the District Attorney's Office, Lehigh County Courthouse, 455 W. Hamilton Street, Allentown, PA 18101. Phone: 610-782-3100.

The appeal must be filed within fifteen (15) business days of the mailing date of the Township's notice of denial or within fifteen (15) days of a deemed denial. The appeal shall state the grounds upon which the requester asserts that the record is a public record and shall address any grounds stated by the Township for delaying or denying the request.

Please refer to the attached Ordinance No. 12-2008-543 for the complete Open Records Policy.

Fee Schedule:

Standard fees are outlined below. The Township may levy additional fees as necessary to cover costs it incurs in filling specific information requests.

Photocopies: One (1) "photocopy" is either a single-sided copy or one (1) side of a double-sided copy.

One (1) side of a standard page	25 cents (\$0.25) per page
One (1) side of any non-standard sized page	The Township will assess the actual cost of production for specialized documents including but not limited to blue prints, color copies.
Certified Copies	\$1.00 per page
Postage:	actual cost to the Township of Salisbury for mailing public record

**BEFORE THE BOARD OF COMMISSIONERS OF
THE TOWNSHIP OF SALISBURY**

ORDINANCE NO. 12-2008-543

**AN ORDINANCE ADOPTING ACT 3 OF 2008, THE
PENNSYLVANIA RIGHT-TO-KNOW LAW, AS AMENDED, AND
AMENDING THE SALISBURY TOWNSHIP OPEN RECORDS
POLICY**

IT IS HEREBY ENACTED AND ORDAINED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, as follows:

The Township of Salisbury, Lehigh County, Pennsylvania, adopts Act 3 of 2008, the Pennsylvania Right-to-Know Law, and amends its Open Records Policy as follows:

Section 1. Purpose.

The purpose of this Ordinance is to assure compliance with Act 3 of 2008, the Pennsylvania Right-to-Know Law, as amended, to provide access to public records of Salisbury Township, to preserve the integrity of Salisbury Township's records, and to minimize the financial impact to the residents of the Township regarding the resources utilized in the receipt of and processing of public record requests and the retrieval and copying of public records.

Section 2. Designated Open Records Officer.

It is the policy of the Township to require the presence of a designated employee when public records are examined and inspected and to charge reasonable fees for duplication of public records of the Township. Salisbury Township designates the Township Manager as the Open Records Officer who shall be responsible for assuring compliance with the Pennsylvania Right-to-Know Law, in accordance with the following guidelines:

- A. The Township Manager may designate certain employee(s) to process public record requests.
- B. The Township Manager is responsible for minimizing, where possible, the financial impact to the Township regarding the resources utilized in the receipt and processing of public record requests and the retrieval and copying of public records.
- C. All requests for public records of the Township under this Policy shall be specific in identifying and describing each public record requested. In no case shall the Township be required to create a public record which does not exist or to compile, maintain, format or organize a public record in a manner in which the Township does not currently compile, maintain, format or organize the public record. All requests for public records shall be submitted in writing and include the date of

the request, requestor's name, address, and telephone number; certification of United States residency; signature of requestor; and if duplication is requested, appropriate payment.

- D. The designated employee shall make a good faith effort to determine whether each record requested is a public record.
- E. The Township shall facilitate a reasonable response to a request for Township public records. In no case is the Township expected to provide extraordinary staff to respond to the request, but will respond in a manner consistent with the Township's administrative responsibilities and consistent with the requirements of the Pennsylvania Right-to-Know Law.
- F. The designated employee shall respond to the requester within five (5) business days from the date of receipt of the written request. If the Township does not respond within five (5) business days of receipt thereof, the request is deemed denied.
- G. The response provided by the Township shall consist of (1) approval for access to the public record; (2) review of the request by the designated employee; or (3) denial of access to the record requested.
- H. If access to the public record requested is approved, the public record shall be available for access during the regular business hours of the Township. The designated employee shall cooperate fully with the requester, while also taking reasonable measures to protect Township public records from the possibility of theft and/or modification. The presence of a designated employee is required when public records are examined and inspected.
- I. Fees for duplication of public records shall be as established by the Commonwealth's Office of Open Records. The Township may at its discretion waive fees and, by resolution, set forth fees as not otherwise established by the Commonwealth's Office of Open Records.
- J. In the event the estimated cost of fulfilling a request submitted under this policy is expected to exceed \$100.00, the designated employee(s) shall obtain the expected cost in advance of fulfilling the request to avoid unwanted expense of Township resources.
- K. If the request is being reviewed, the notice provided by the Township shall be in writing and include the reason for the review and the expected response date, which shall be within thirty (30) days of the notice of review. If the Township does not respond within thirty (30) days thereof, the request is deemed denied. Review of the request is limited to situations where:
 - (a) The record requested contains information which is subject to access as well as information which is not subject to access that must be redacted

prior to a grant of access. The redacted information is considered a denial as to that information;

- (b) The record requires retrieval from a remote location;
- (c) A timely response cannot be accomplished due to staffing limitations;
- (d) A legal review is necessary to determine whether the record requested is a public record;
- (e) The requester has failed to comply with the Township's policy and procedure requirements; or
- (f) The requester refuses to pay the applicable fees;
- (g) The extent or nature of the request precludes a response within the required time period.

Upon a determination that one of the factors listed above applies, the Township shall send written notice to the requester within five (5) business days of receipt of the request for access. The notice shall include a statement notifying the requester that the request for access is being reviewed, the reason for the review, a reasonable date that a response is expected to be provided, and an estimate of applicable fees owed when the record becomes available. If the date that a response is expected to be provided is in excess of thirty (30) days, following the five (5) business days allowed for, the request for access shall be deemed denied unless the requester has agreed in writing to an extension to the date specified in the notice. If the requester agrees to the extension, the request shall be deemed denied on the day following the date specified in the notice if the Township has not provided a response by that date.

- L. If access to the record requested is denied, the notice provided by the Township shall be in writing as indicated on the form attached hereto entitled "Denial of Request to Review and/or Duplicate the Township of Salisbury Records".
- M. If the request is denied or deemed denied, the requester may file an appeal with the Commonwealth's Office of Open Records within fifteen (15) business days of the mailing date of the Township's notice of denial, or within fifteen (15) days of a deemed denial. The appeal shall state the grounds upon which the requester asserts that the record is a public record and shall address any grounds stated by the Township for delaying or denying the request.
- N. Within thirty (30) days of the mailing date of the final determination of the appeals officer, the requester or Township may file a petition for review or other document as required by rule of court with the Court of Common Pleas of Lehigh County. The decision of the court shall contain findings of fact and conclusions of law based upon the evidence as a whole. The decision shall clearly and

concisely explain the rationale for the decision. A petition for review under this Section shall stay the release of documents until a decision of the court is issued.

O. This Policy shall be available for review at the Township office.

Section 3. Repealer.

That any Ordinance, or part of Ordinance, conflicting with this Ordinance be and the same is hereby repealed insofar as the same conflicts with this Ordinance.

Section 4. Severability.

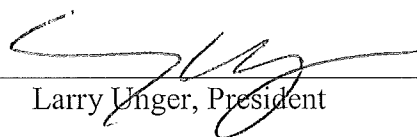
If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Board of Commissioners that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

Section 5. Effective Date.

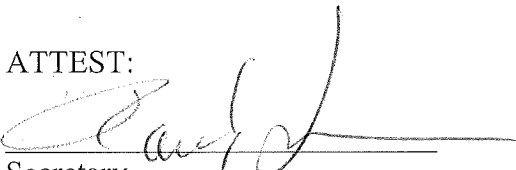
This Ordinance shall become effective on January 1, 2009.

ENACTED AND ORDAINED this 23rd day of December, 2008.

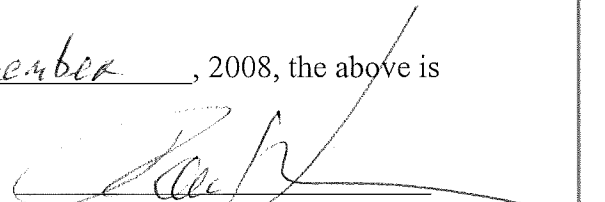
BOARD OF COMMISSIONERS
TOWNSHIP OF SALISBURY

By: 
Larry Unger, President

12/23/2008
Date

ATTEST:

Secretary

AND NOW, TO WIT, this 23rd day of December, 2008, the above is approved.


Randy Soriano, Township Manager