ADAMS TOWNSHIP, BUTLER COUNTY, PENNSYLVANIA

OPEN RECORDS LAW NOTICE

1. All requests for records should be made to:

Janet Lubbert, Municipal Records Officer
Adams Township
690 Valencia Road
Mars, PA 16046
Telephone:(724) 625-2221
Facsimile:(724) 625-4077
e-mail: adamstwp@zoominternet.net

except that all requests for criminal and police records must be made to:
Chief William Westerman
Adams Township Police Department
690 Valencia Road
Mars, PA 16046
Telephone: (724) 625-2040
Facsimile: (724) 625-2139
e-mail: adamschief@zoominternet.net

2. a. Any questions or appeals can be submitted to:

Pennsylvania Office of Open Permits
Director
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, PA 17120-0225
(717) 346-9903
openrecords@state.pa.us

b. For criminal records, appeals must be made to:

Richard Goldinger Jr.
District Attorney for Butler County, Pennsylvania
P.O. Box 1208
Butler, PA 16003
(724) 284-5222

3. This municipality utilizes the Pennsylvania Office of Open Records Request Form which is posted herewith.

4. Adams Township adopts the Adams Township 2009 Right-to-Know Policy, a copy of which is posted herewith.

ADAMS TOWNSHIP
2009 Right-to-Know Policy

Open Record Officers

The township hereby designates Janet Lubbert as the township Open Records Officer. Subsequent Open Records Officers may be appointed upon Motion of the Board of Supervisors.

The Open Records Officer may be reached at:

690 Valencia Road
Mars, PA 16046
Phone: (724) 625-2221
Fax: (724) 625-4077
e-mail: adamstwp@zoominternet.net

The Open Records Officer for criminal records is the Chief of Police of Adams Township. The criminal records Open Records Officer may be reached at:

690 Valencia Road
Mars, PA 16046
Phone: (724) 625-2040
Fax: (724) 625-2139
e-mail: adamschief@zoominternet.net

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours (7:30 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 Officer(s) on the form provided by the Pennsylvania Office of Open Records.

Fees

Paper copies shall be 25 cents per page per side. The certification of a record is $1 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. Fees may subsequently be changed upon Motion of the Board of Supervisors.

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.

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 Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0025.

For appeals from criminal record Open Record requests, the requester may file an appeal in writing to Richard Goldinger Jr., District Attorney for Butler County, Pennsylvania, P.O. Box 1208, Butler, PA 16003.

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.

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.)*