

ADAMS TOWNSHIP, BUTLER COUNTY, PENNSYLVANIA

OPEN RECORDS LAW NOTICE

1. All requests for records should be made to:

Gary Peaco, Municipal Records Officer
Adams Township
690 Valencia Road
Mars, PA 16046
Telephone:(724) 625-2221
Facsimile:(724) 625-4077
e-mail: rtk@adamstwp.org

except that all requests for criminal and police records must be made to:

Chief Shawn Anglum
Adams Township Police Department
690 Valencia Road
Mars, PA 16046
Telephone: (724) 625-2040
Facsimile: (724) 625-2139
e-mail: sanglum@adamstwp.org

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

Pennsylvania Office of Open Records
Executive Director
333 Market Street, 16th Floor
Harrisburg, PA 17101-2234
(717) 346-9903
openrecords@pa.gov

- 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 Records Officers

The township hereby designates Gary Peaco 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: rtk@adamstwp.org

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

690 Valencia Road
Mars, PA 16046
Phone: (724) 625-2040
Fax: (724) 625-2139
e-mail: sanqlum@adamstwp.org

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, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234.

For appeals from criminal record Open Records 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 and or denying the request.



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date of Request: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

DO YOU WANT COPIES? Yes, printed copies (*default if none are checked*)
 Yes, electronic copies preferred if available
 No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? Yes (*may be subject to additional costs*) No
RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$_____

Appropriate third parties notified and given an opportunity to object to the release of requested records.