

ADAMS TOWNSHIP, BUTLER COUNTY, PENNSYLVANIA

OPEN RECORDS LAW NOTICE

1. All requests for records should be made to:

Mike Tylka, 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 police records must be made to:

Asst. Chief Robert Scanlon
Adams Township Police Department
690 Valencia Road
Mars, PA 16046
Telephone: (724) 625-2040
Facsimile: (724) 625-2139
e-mail: rscanlon@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 Mike Tylka 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 Assistant 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: rscanlon@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.



Pennsylvania Office of Open Records

Standard Right-to-Know Law Request Form

*Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.*

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

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

PERSON MAKING REQUEST:

Full Name: _____

Company (if applicable): _____

Please send response via: ☐ Email ☐ U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

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

☐ **By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.**

RECORDS REQUESTED: *Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.*

Form continues on page 2. Retain a copy of **both pages.**

RECORDS REQUESTED (continued):

DO YOU WANT COPIES? ☐ Yes, printed ☐ Yes, electronic ☐ No, in-person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the [Official RTKL Fee Schedule](#) for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than ☐ **\$100 (or)** ☐ **\$_____.**

Do you want [certified copies](#)? ☐ Yes (may be subject to additional costs) ☐ No

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.

Retain a copy of both pages of this Form.