

TOWNSHIP OF CRESCENT

RESOLUTION NO. _____

WHEREAS, the Commonwealth of Pennsylvania has enacted a new Right to Know Law under which certain public records of the Township must be made available in response to written requests from citizens; and

WHEREAS, the said Law is subject to the administration of the Commonwealth Office of Open Records and the Township's Open Records Officer; and

WHEREAS, the Board of Commissioners desires to adopt certain policies and procedures for the presentation of requests pursuant to the said Law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS, AS FOLLOWS:

- 1. The Township Secretary is hereby designated as the Township's Open Records Officer under the said Law.**
- 2. Any requests for documents under the said Law shall be made in writing on the form approved by the Commonwealth Office of Open Records, shall be submitted directly to the Open Records Officer, and shall include the name, address, telephone number and any other contact information for the requester. Any such request that may mistakenly be submitted to any other officer or employee of the Township shall immediately be given to the Open Records Officer, giving due account to the Open Records Officer's duty to respond to such requests within five (5) working days.**
- 3. The Open Records Officer shall promptly post at the Township Municipal Building and on the Township's website the following: (a) the contact information for the Township's Open Records Officer; (b) the contact information for the Commonwealth's Office of Open Records; (c) the approved request form; and (d) a copy of this Resolution.**
- 4. Any person making a request pursuant to the Law shall pay the maximum fee set forth in the fee structure established by the Commonwealth's Office of Open Records. If the fees required to fulfill a request are expected to exceed \$100, the Township's Open Records Officer shall require a requester to prepay an estimate of the fees prior to granting**

a request. In any event, the Open Records Officer shall obtain the actual fees in responding to the request before releasing the requested records.

APPROVED as a resolution of the Township of Crescent this 14th day of January, 2009.