

## **RESOLUTION 2009-02**

### **COOKE TOWNSHIP OPEN RECORDS POLICY**

#### **OPEN RECORDS OFFICER:**

The township hereby designates Carol A. Jones, Secretary/Treasurer, as the township Open Records Officer. The Open Records Officer may be reached at: Telephone: (717) 486-8114, or (717) 486-8519. E-mail: [cooketwp@kuhncom.net](mailto:cooketwp@kuhncom.net). The Township building, 1700 Centerville Road, Newville, PA 17241 is open by appointment only.

#### **REQUESTS:**

Public records will be available for inspection and copying at the Township Municipal Building by appointment.

Requests shall be in writing and directed to the Township Open Records Officer at the Township Municipal Building, 1700 Centerville Road, Newville, PA 17241. Written requests shall be on a form provided by the Township and shall include the date of the request, the name and address of requester, and a clear description of the records sought. Request forms are available on web site ([www.CookeTwp.org](http://www.CookeTwp.org)).

Paper copies will be \$.25 per page per side. Other specialized documents including, but not limited to blue prints, color copies, and non-standard sized documents shall be charged the actual cost of production. Other types of media copies, including but not limited to electronic, shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. If "True and Correct Certification" is requested, an additional charge of \$1.00 will be added. The Township will require prepayment if the total fees are estimated to exceed \$100.00.

#### **RESPONSE:**

The Township will make a good faith effort to provide the requested public records as promptly as feasible. Township employees shall cooperate with those requesting to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft and/or modification.

The Township Secretary and/or the Township Solicitor shall review all written requests for access to public records. As soon as possible, but no later than five (5) business days after receiving a written request to access public records, the township shall respond to all such requests in a manner consistent with Act 3 of 2008, the Right-to-Know Law. Should the request require township review, the requesting party will be given written notice of the reason for the review within five (5) business days. Such notice shall also provide the date a response to the request is expected to be provided, not to exceed an additional thirty (30) days. If the township is unable to honor the request for any reason it will notify the party making the request.

#### **APPEALS PROCESS:**

If a written request is denied or deemed denied, the requester may file an appeal in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth of Keystone Building 400 North Street, Plaza Level Harrisburg, PA 17120-0225.

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.

RESOLVED AND ENACTED this 3rd day of February, 2009, by the Cooke Township, Board of Supervisors.

ATTEST:

\_\_\_\_\_  
Secretary/Treasurer

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Chairman

\_\_\_\_\_  
Vice Chairman

\_\_\_\_\_  
Supervisor