

WEST MANCHESTER TOWNSHIP POLICY FOR
INSPECTION AND REPRODUCTION OF
PUBLIC RECORDS

West Manchester Township will make available to any U.S. citizen all public records of the Township in accordance with the Right to Know Law, Act 3 of 2008. The following rules governing access to all residents at reasonable times and provide for reimbursement of all costs incurred in extracting and/or reproducing such records:

- 1) All requests for inspection or reproduction of public records in the possession of West Manchester Township shall be made in writing and delivered, mailed or transmitted by facsimile or by electronic means to the Township's Open Records Officer at the following address:

Kelly O. Palmer, Assistant Township Manager
West Manchester Township
380 East Berlin Road
York, PA 17408
Telephone (717) 792-3505
Fax (717) 792-4374
E-mail: kpalmer@westmanchestertownship.com

- 2) The written request shall describe the public record in sufficient detail to enable the employees of the Township to locate with a reasonable amount of effort, shall indicate whether an inspection or reproduction is desired, and shall indicate the date and time when such inspection is desired. The request shall also indicate the name and address to which the Township should address its response.
- 3) Public records will be available for inspection only during normal business hours of the Township (Monday through Friday, 8:00 am until 5:00 pm) and at such times as are convenient and non-disruptive to the normal operation of the Township.
- 4) West Manchester Township must respond to the request within five (5) business days from receipt of the request. In that response, the Township will indicate whether or not the documents requested are considered public records and, if so, will schedule the time and date for inspection and the fees for extracting and/or reproducing those records.
- 5) If the Township denies a request for access to documents, whether in whole or in part, a written response shall be issued and shall include:
 - a) A description of the record requested.
 - b) The specific reasons for the denial of access, including a citation of supporting legal authority, if any.
 - c) If the denial of access is the result of a determination that the record requested is not a public record, the specific reasons for the Township's determination that the record is not a public record shall be stated in the response.

- d) The name, title, business address, business telephone number and signature of the Township employee or official on whose authority the denial is issued.
 - e) The date of the response.
 - f) The procedure to appeal the denial of access under the provisions of the Right to Know Law.
- 6) If a written request for access is denied or deemed denied under the provisions of the Right to Know law, the requester may file an appeal in writing to:

Terry Mutchler, Executive Director
Office of Open Records
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, PA 17120-0225

The appeal must be submitted within fifteen (15) days of the mailing date of the West Manchester Township's response, or within fifteen (15) days of the deemed denial date. The appeal shall state the grounds upon which the requester asserts the record is a public record and shall address any grounds stated by the Township for delaying or denying the request.

- 7) Upon request, the Township shall provide the requestor with a certified copy of the public record if the requestor pays the applicable fees for certification.
- 8) The Township hereby imposes the following fees for the inspection and reproduction of public records;
 - a) Fees for postage shall be the actual cost of mailing.
 - b) A charge of \$0.25 per page per side (8 ½' x 11") shall be due for the reproduction of public records which are made on Township photocopy equipment.
 - c) If copies of maps, plans or other items which are larger in size than 8 ½" x 11" are requested, the charge shall be the actual expense of the Township in obtaining copies of such documents.
 - d) For reproduction of public records not made on Township photocopy equipment, a fee equal to the Township's direct cost for such reproduction shall be paid by the requestor.
 - e) An additional charge of \$1.00 will be added per record if "True and Correct Certification" is requested.