

## **RIGHT-TO-KNOW POLICY**

### **OPEN RECORDS OFFICER**

Wyalusing Borough hereby designates Rhonda L McCarty as the Borough Open Records Officer.

The Open Records Officer may be reached at: Wyalusing Borough  
PO Box 131  
Wyalusing, Pa 18853  
570-746-1707 Fax-570-746-3576  
[wyalboro@epix.net](mailto:wyalboro@epix.net)

### **GENERAL**

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Wyalusing Borough Hall during established business hours (Monday-Thursday 8:00 am-Noon) with the exception of weekends and holidays.

### **REQUESTS**

Requests shall be made in writing to the Borough Open Records Officer on a form provided by the Borough. (See attached form)

### **FEES**

Paper copies shall be free for the first six (6) pages and \$0.25 per page per side afterwards. The certification of a record is \$2.00 per record. Specialized documents including, but not limited to blue prints, copier 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 Borough shall require prepayment if the total fees are estimated to exceed \$100.00.

### **RESPONSE**

The Borough 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 Borough documents while taking reasonable measure to protect Borough documents from the possibility for 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 Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building 400 North Street, Plaza Level Harrisburg, Pa 17120-0225.

**APPEALS PROCESS**

The appeal shall be filed within fifteen (15) business days of the mailing date of the Borough’s response or within fifteen (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 Borough for delaying or denying the request.

**RESOLVED AND ENACTED** this \_\_\_4th\_\_\_ day of \_\_\_March\_\_\_, 2013 by the Wyalusing Borough Council.

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\_\_\_\_\_  
\_\_\_\_\_

Wyalusing Borough Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Secretary

**WYALUSING BOROUGH**  
**DOCUMENT REQUEST FORM**

To: Wyalusing Borough  
PO Box 131  
Wyalusing, Pa 18853

Date: \_\_\_\_\_

Borough Approval: \_\_\_\_\_

From: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_(\_\_\_\_)\_\_\_\_\_

Email: \_\_\_\_\_

Description of Records/Documents Requested (and format requested):

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*For Office Use Only:*

Fees:

Copies:	First six (6) pages free, single sided Additional pages- \$0.25 per page per side.	\$ _____
Electronic Files:	No charge to email existing electronic documents under 4MB. Floppy disk or CD-\$1.00.	\$ _____
Fax Copies:	Per page, including cover sheet- \$0.50 (Number of Pages _____)	\$ _____
Plan Sheet Copies:	\$0.60 per square foot (Number of Square Feet _____)	\$ _____
True and Correct Certificate:	\$2.00	\$ _____
	<b>Total:</b>	\$ _____

*Written requests will be handled within five (5) business days.  
Pre-payment required if estimated bill is above \$100.00.*

