



SUMMIT TOWNSHIP **RIGHT TO KNOW POLICY**

OPEN RECORDS OFFICER

Summit Township hereby designates Roxann L. Stickney as the township Open Records Officer. Subsequent Open Records Officers may be employed upon appointment of the Summit Township Board of Supervisors.

The Open Records Officer may be reached at:

502 Bonniebrook Road
Butler, PA. 16002
(724)285-1168
(724)285-7677 fax
summittwp@zoominternet.net

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours (8:00 AM to 4:00PM).

Requests shall be made in writing to the township Open Records Officer on the form provided by the Pennsylvania Office of Open Records.

Paper copies shall be 25 cents per page per side. The certification of a record is \$1.00 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 the postage will be charged. Fees may subsequently be changed upon approval of the Summit Township Board of Supervisors.

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 documents while taking reasonable measure to protect all 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 is possible, but no later than five business days after receiving a written request. The Officer shall respond to such requests in writing consistent with Act 3 of 2008, the Right-To-Know-Law.

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. The appeal shall be filed within 15 business days of the mailing date of the township's response or within 15 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 appeal.



SUMMIT TOWNSHIP

502 Bonniebrook Road
Butler, PA 16002

Open Records Officer: Roxann L. Stickney

Phone: 724-285-1168 Fax: 724-285-7677

Email: summittwp@zoominternet.net

RECORDS REQUEST FORM

Date: _____

Name _____

Telephone Number: _____

Description of Specific Record/Records Requested:

Delivery Method:

_____ Pick-up: Monday – Friday 9:00 A.M. – 4:00 P.M.

_____ Mail

Name: _____

Address: _____

Signature of Requestor: _____

Date Completed: _____

Open Records Officer Signature: _____