



PROVIDENCE TOWNSHIP BOARD OF SUPERVISORS

200 Mount Airy Road, New Providence, PA 17560-9785

Phone: 717.786.7596

Facsimile: 717.786.2565

Monday through Thursday, closed Friday

Hours: 6:30 a.m. -4:30 p.m.

Board of Supervisors:

C. William Shaffer, Chairman

Wayne S. Herr, Vice Chairman

William H. Schall

Web Page: www.providencetownship.com

E-mail: vicki@providencetownship.com

Meeting: First Monday, 7:00 p.m.

Right To Know Policy

Adopted by Resolution No. 09-03, February 2, 2009

Open Records Officer

Providence Township hereby designates Vicki Eldridge, Secretary as the Providence Township Open Records Officer.

The Open Records Officer may be reached at the Providence Township Municipal Office, 200 Mt. Airy Road, New Providence, PA 17560, telephone (717)786-7596, Extension 1; facsimile (717)786-2565 or via email to vicki@providencetownship.com.

General

All documents deemed public records shall be available for inspection, retrieval and duplication at the municipal building during the established business hours (6:30 a.m through 4:30 p.m.) with the exception of Fridays, weekends and holidays.

Requests

Request shall be made in writing to the Providence Township Open Records Officer on a form provided by the Township.

Fees

Paper copies shall be 25 cents per page per side. The certification of a record is \$1 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 postage will be charged. The township shall require prepayment if the total fees are estimated to exceed \$100.00.

Response

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 township documents while taking reasonable measures to protect township 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 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 request in writing consistent with 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.

Appeal Process

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 record is a public record and shall address any grounds stated by the township for delaying or denying the request.