

CAERNARVON TOWNSHIP  
LANCASTER COUNTY,  
2139 MAIN STREET, NARVON, PA 17555  
(717)445-4244  
www.caernarvonlancaster.org

## **OPEN RECORDS POLICY**

### **REQUESTS**

Public records will be available for inspection and copying at the Caernarvon Township Office during normal business hours, Monday through Thursday, 9:00 am to 3:00 pm, with the exceptions of holidays.

Requests shall be in writing and directed to the Township Secretary at the Caernarvon Township Office, 2139 Main Street, Narvon, PA 17555. Written requests shall be on a form provided by the township and shall include the date of the request, the name and address of the requester, and a clear description of the records sought.

### **FEES**

Paper copies will be \$.25 per page per side. If mailing is requested, the cost of postage will be charged. If a disk is requested, it will be provided by the Township at the cost of \$2.00 per disk. A new disk will be necessary each time records are provided. Fax copies will be available at the cost of \$.50 per page. If "True and Correct Certification" is requested, an additional charge of \$7.00 will be added. The Township will require pre-payment 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 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 Township Secretary shall respond to all such requests in a manner consistent with Act 100, the Open Records Law.

### **APPEALS PROCESS**

If a written request is deemed denied, the requester may file exceptions with the Board of Supervisors within 15 business days of the mailing date of the Township's denial. The exceptions shall state grounds on which the requester asserts that the record is a public record and shall address any grounds stated by the Township for denying the request.

The Board of Supervisors shall make a final determination on the exceptions within 30 days of the mailing date of the exceptions. The Board of Supervisors may hold a hearing on the issue during the 30 days. If the Board determines that the denial was correct, it must provide a written explanation to the requester.

The requester may appeal a final determination to the common Pleas Court or District Justice within 230 days of denial or final determination.

**CAERNARVON TOWNSHIP, LANCASTER COUNTY**

2139 Main Street, Narvon, PA 17555

Phone: 717-445-4244 Fax: 717-445-7119

www.caernarvonlanaster.org

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY:       E-MAIL       U.S. MAIL       FAX       IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): \_\_\_\_\_

NAME OF REQUESTER : \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY/ZIP(Required): \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_ EMAIL (optional): \_\_\_\_\_

RECORDS REQUESTED: *\*Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

DO YOU WANT COPIES?  YES  NO

DO YOU WANT TO INSPECT THE RECORDS?  YES  NO

DO YOU WANT CERTIFIED COPIES OF RECORDS?  YES  NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100?  YES  NO

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

**FOR AGENCY USE ONLY**

OPEN-RECORDS OFFICER:

I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*