

Under Pennsylvania's Right to Know Law, effective January 1, 2009, certain documents shall be made available as a resource for citizens, public officials and members of the media for the purpose of obtaining public records of their government.

To that end, The Township of Cumru endeavors to comply with all of the provisions of Pennsylvania's Right to Know Law. Therefore, it is imperative that fire department personnel know what procedures shall be required to ensure compliance.

Purpose:

To provide procedures and fees for requesting, inspecting and obtaining copies of public records maintained by the Township of Cumru pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. §66.1 et al. This policy replaces all prior inconsistent Township policies.

Requests:

1. All requests for public records must be in writing and signed by the requester. The request should identify or describe the records sought with sufficient specificity to enable the Township to ascertain which records are being requested; from which Department the request is being made; and the name and address to which the Township should address its response. The Township will not accept anonymous or verbal requests for records.
2. The request should specify the type of access sought by the requester. When no specific type of access is requested, the request will be deemed a request for a paper copy of the identified document(s) that will be sent to the requester by first class U.S. mail.
3. The requester should also provide additional contact information such as a telephone number, facsimile number and e-mail address to facilitate the processing of a request.
4. A request may be submitted using the Township's "Right-to-Know Law Request Form." Forms are available for pickup at the Township Office at the address below. Many public records are also available on the Township's website.
5. Written requests for records may be sent to the Township by mail or via facsimile to 610-796-0850, or they may be delivered in person during the Township's regular business hours of 9:00 AM to 4:00 PM, Monday through Friday. Delivery "in person" includes delivery by the requester, courier, messenger, parcel delivery service, or other similar service.

To expedite processing, the written request shall state explicitly – both on the enclosure envelope or fax cover sheet and in the written request – which the communication is made for the purpose of requesting access to public records under the Law.

6. All requests for records shall be mailed or delivered to:

**Township Secretary
Township of Cumru
1775 Welsh Road
Mohnton, PA 19540**

Submittal of a request to any other address or facsimile number does not give rise to any obligation on the part of the Township to respond to it, nor can it serve as a basis for the deemed denial of the request.

7. The Right-to-Know Law official, who is the Township Secretary, has the authority to grant and deny physical access to a public record and the discretion to impose reasonable restrictions on the time, place and nature of access.

Fees:

If a written request for records is granted in whole or in part, the following fees will be charged to the requester:

Record Type	Fee
Copies	\$0.25 per page
Certified Record Surcharge	\$1.00 per record
Other costs	Actual cost
Postage: Records fitting into standard letter envelope	No charge
Other types of mailing	Actual cost

A "photocopy" is either a single-sided copy or one side of a double-sided copy of a standard 8.5" x 11" page. The Township may require a requester to prepay an estimate of the fees listed above if the fees required to fulfill the request are expected to exceed \$100, including prepayment of delinquent fees from a prior request. All costs must be paid by check or money order payable to the "Township of Cumru."

Exceptions:

1. A requester whose request has been denied in whole or in part may file exceptions with the Township's Manger. Exceptions must be filed within 15 business days of the mailing date of the written denial or 15 calendar days of a deemed denial.
2. All exceptions must be in writing and signed by the requester. The exceptions shall specifically state grounds why the records sought are public and shall address the reasons stated by the Township for denying the request. The Township will not accept anonymous, verbal or e-mail filings of exceptions.
3. Exceptions shall be filed with the Township Manager by mail or via facsimile to 610-796-0850, or they may be delivered in person during the Township's regular business hours of 9:00 AM to 4:00 PM, Monday through Friday. Delivery "in person" includes delivery by the requester, courier, messenger, parcel delivery service, or other similar service.
4. All exceptions shall be mailed or delivered to:
Township Manager
Township of Cumru
1775 Welsh Road
Mohnton, PA 19540
5. Submittal of exceptions to any other official, office or address is defective and does not stop the running of the 15-day exceptions period.
6. Hearings on exceptions will be granted only if the requester agrees in writing to waive the 30-day time period during which the Manger must make his final determination.

Questions:

Questions regarding this policy may be directed to the Township Solicitor, Michael A. Setley, at 610-898-9500.