

## **ADDENDUM #1**

### **RESOLUTION #24-02**

#### **CHERRY TOWNSHIP RIGHT-TO-KNOW POLICY**

##### **Open Records Officer**

The Township hereby designates Carolyn Yeager as the Township Open Records Officer. (Secretary, Cherry Township).

The Open Records Officer may be reached at P.O. Box 387, West Sunbury, P A 16061. Phone: 724-637-3867. Fax: 724-637-3583.

E-mail: [clyeager@zoominternet.net](mailto:clyeager@zoominternet.net) OR [cherrytwp@zoominternet.net](mailto:cherrytwp@zoominternet.net)

##### **General**

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Secretary's office during established business hours (8:00 a.m. to 2:00 p.m.) with the exception of weekends and holidays.

##### **Requests**

Requests shall be made in writing to the Township Open Records Officer on a form provided by the Township. No requests made by Anonymous Requesters will be accepted. Requests must include the Requester's legal name, mailing address, e-mail address, and phone number as required on the Standard Right-to Know Law Request Form.

##### **Fees**

Paper copies shall be 25 cents per page per side. The certification of a record is \$5.00 per record. Specialized documents including, but not limited to, blue prints, color copies, and non-standard sized documents shall be charged at 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 measure to protect Township documents from the possibility of theft, damage, and/or modification. If the Open Records Officer cannot respond within five days, he-she is permitted to exercise a 30-day extension upon notifying the requester.

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. Also provided will be contact information for the Open Records Officer, the date of the response and the procedure to appeal the denial.

Contact Information for Appeals

If a written request is denied or deemed denied, the requester may file an appeal in writing to Executive Director, Office of Open Records, 333 Market Street, 16<sup>th</sup> Floor, Harrisburg, PA 17101

**Appeals 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. Please note that a copy of the requester's original request and the Township's denial letter must be included when filing an appeal. 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.

RESOLVED AND ENACTED THIS 6<sup>TH</sup> DAY OF AUGUST, 2024 BY THE CHERRY TOWNSHIP BOARD OF SUPERVISORS.

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**ATTEST:**

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