

**WEST MEAD TOWNSHIP
CRAWFORD COUNTY, PENNSYLVANIA
OPEN RECORDS/RIGHT TO KNOW POLICY**

Open Records Officer:

Jill M. Dunlap
West Mead Township Secretary
1150 Morgan Village Road
Meadville, PA 16335
phone 814-336-1271
fax 814-336-1707

Requests for Records:

All requests for records shall be submitted in writing and directed to the Open Records Officer by delivery at the West Mead Township Building, 1150 Morgan Village Road, Meadville, PA 16335 between the hours of 9:00 a.m. and 4:00 p.m. Monday thru Friday, excluding holidays or by mail to the West Mead Township Building, 1150 Morgan Village Road, Meadville, PA 16335 or faxed to 814-336-1707. Please use the attached form.

Fees

Paper copies will be \$0.25 per page. If "True and Correct Certification" is requested, an additional charge of \$1.00 per record will be charged. For any other type of record such as plans, color copies, non-standard size documents, the actual cost will be charged. If mailing is requested, the actual cost of postage will be charged. If the total fees are estimated to exceed \$100.00, the Township will require prepayment of the estimated amount due upon request.

Response

The Open Records Officer will respond in consultation with the Township Solicitor, as appropriate, in accordance with the requirements of the Right to Know Law. Requests shall be reviewed as soon as possible, and a response shall be made within 5 business days. Whenever feasible, a records inspection (if requested) or copies of the records requested shall be made available within 5 business days. If access to certain records is denied, the response will indicate the reasons.

Appeals Process

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.

Appeals of requests for criminal records shall be made to the District Attorney of Crawford County, Francis J. Schultz, Esquire, Crawford County Courthouse, 903 Diamond Park, Meadville, PA 16335.

An appeal shall be filed within 15 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 requestor asserts the record(s) is/are a public record and shall address any grounds stated by the Township for delaying or denying the request.

**WEST MEAD TOWNSHIP
CRAWFORD COUNTY, PENNSYLVANIA
OPEN RECORDS/RIGHT TO KNOW REQUEST FORM**

DATE _____

NAME _____

ADDRESS _____

PHONE NUMBER _____

DESCRIPTION OF RECORDS *(For more space, continue on back)*

REQUESTING: COPIES CERTIFIED COPIES INSPECTION OF RECORDS

INSTRUCTIONS: PICK-UP FAX MAIL EMAIL

SIGNATURE (When request is fulfilled) _____

For Office Use Only:

Copies _____ Postage _____ Other _____

TOTAL COST _____

DATE REQUEST RECEIVED _____

DATE REQUEST FULFILLED _____

SIGNATURE OF OPEN RECORDS OFFICER _____

DATE INFORMATION: Picked up _____ Faxed _____ Mailed _____