

PERKASIE BOROUGH POLICY FOR ACCESS TO PUBLIC RECORDS

The purpose of this policy is to assure compliance with the Pennsylvania Right-to-Know Law, 65 P.S. § 66.1 *et seq.*, as amended, to provide access to public records of Perkasio Borough, to preserve the integrity of Perkasio Borough records, and to minimize the financial impact to the residents of the Borough regarding the resources utilized in the receipt and processing of public record requests and the retrieval and copying of public records.

It is the policy of Perkasio Borough to require the presence of a designated employee when public records are examined and inspected and to charge reasonable fees for duplication. Perkasio Borough designates its Borough Manager as responsible for assuring compliance with the Pennsylvania Right-to-Know Law, in accordance with the following guidelines:

1. The Borough Manager may designate certain employee(s) to process public record requests.
2. The Borough Manager is responsible for minimizing, where possible, the financial impact to the Borough regarding the resources utilized in the receipt and processing of public record requests and the retrieval and copying of public records.
3. All requests for public records of Perkasio Borough under this policy shall be specific in identifying and describing each public record requested. In no case shall the Borough be required to create a public record which does not exist or to compile, maintain, format or organize a public record in a manner in which the Borough does not currently compile, maintain, format or organize the public record. All requests for public records shall be submitted on the most recent Right-to-Know Law Request Form issued by the Pennsylvania Office of Open Records.
4. The designated employee shall make a good faith effort to determine whether each record requested is a public record.
5. Borough staff shall facilitate a reasonable response to a request for Perkasio Borough public records. In no case is the Borough expected to provide extraordinary staff to respond to the request, but will respond in a manner consistent with Perkasio's administrative responsibilities and consistent with the requirements of the Pennsylvania Right-to-Know Law.
6. The designated Borough employee shall respond to the requester within five (5) business days from the date of receipt of the written request. If the Borough does not respond within five (5) business days of receipt thereof, the request is deemed denied.
7. The response provided by the Borough shall consist of (1) approval for access to the public record; (2) review of the request by the designated employee; or (3) denial of access to the record requested.

8. If access to the public record requested is approved, the public record shall be available for access during the regular business hours of the Borough. The designated employee shall cooperate fully with the requester, while also taking reasonable measures to protect Perkasio Borough public records from the possibility of theft and/or modification. The presence of a designated employee is required when public records are examined and inspected.

9. Fees for duplication of public records shall be as follows:

- a. Photocopying: twenty-five cents (\$0.25) per page, or at a price established from time to time by Borough Council.
- b. Duplication of public electronic and/or tape records: actual cost to the Borough for duplicating the public record.
- c. Certified copies: \$1.00 per page, or at a price established from time to time by Borough Council.
- d. Postage: actual cost to the Borough of mailing the public record.

The Borough may, in its discretion, waive fees.

10. In the event the estimated cost of fulfilling a request submitted under this policy is expected to exceed \$100.00, the designated employee(s) shall obtain fifty percent (50%) of the expected cost in advance of fulfilling the request to avoid unwarranted expense of Perkasio Borough resources.

11. If the request is being reviewed, the notice provided by the Borough shall be in writing and include the reason for the review and the expected response date, which shall be within thirty (30) days of the notice of review. If the Borough does not respond within thirty (30) days thereof, the request is deemed denied. Review of the request is limited to situations where:

- a. The record requested contains information which is subject to access, as well as information which is not subject to access that must be redacted prior to a grant of access. The redacted information is considered a denial as to that information;
- b. The record requires retrieval from a remote location.
- c. A timely response cannot be accomplished due to staffing limitations;
- d. A legal review is necessary to determine whether the record requested is a public record;
- e. The requester has failed to comply with the Borough's policy and procedure requirements; or
- f. The requester refuses to pay the applicable fees.

12. If access to the record requested is denied, written notice shall be provided by the Borough in compliance with the Pennsylvania Right-to-Know Law.
13. This policy shall be posted conspicuously at the Borough Office.
14. This policy shall take effect on December 26, 2002.