

# **TOWNSHIP OF SPRINGFIELD**

**50 Powell Road  
Springfield, PA 19064  
610-544-1300**

## **OPEN RECORDS POLICY**

### Requests

Requests for access to public records will be accepted at the Township Municipal Building during normal business hours, Monday through Friday, 8:30 a.m. to 4:30 p.m., with the exception of holidays.

Requests shall be in writing and directed to the Township Manager (Open Records Officer) at the Township Municipal Building, 50 Powell Road, Springfield, PA 19064. Written requests shall be on a form provided by the Township or the PA Office of Open Records and shall include the date of the request, the name and address of the requester, a clear description of the records sought and if duplication is necessary, appropriate payment. Requests can also be faxed (610-544-3012) or emailed ([mlefevre@springfielddelco.org](mailto:mlefevre@springfielddelco.org)) to the Open Records Officer.

### Fees

Paper copies will be \$.25 per page per side and \$5.00 per plan. If mailing is requested, the cost of postage will be charged. Fax copies will be available at the cost of \$.50 per page. If "True and Correct Certification" is requested, an additional charge of \$1.00 will be added. The Township will require prepayment if the total fees are estimated to exceed \$100.

### 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 Open Records Officer shall review all written requests for access to public records and shall make a determination within five business days of the request, to grant or deny the request in accordance with Act 3 of 2008, the Pennsylvania Open Records Act. The Open Records Officer may determine additional time is required if any of the following circumstances exist:

- (A) The request for access requires redaction of a public record;
- (B) The request for access requires retrieval of a record stored in a remote location;
- (C) A timely response to the request for access cannot be accomplished due to bona fide and specified staff limitations;
- (D) A legal review of the request is necessary to determine whether the record is a public record subject to access under the Act;
- (E) The person or entity requesting access to the public record has not complied with the Township's policies regarding access to public records; or
- (F) The person requesting access to the record refuses to pay applicable fees.

## Appeals Process

If a written request is denied or deemed denied, the requester shall be notified in writing of the Open Records Officer's decision within the application five business day or 30 business day period. Denials must be in writing, accompanied by a description of the record, the reason for denial including citation to the legal authority and contact information for the Township's Open Records Officer, date of response, and procedures for appeal. The denial must be signed by the Open Records Officer. Appeals from a denial may be made within 15 days to the Pennsylvania Office of Open Records, Commonwealth Keystone Building, 400 North Street, Harrisburg, PA 17120-0225 (Telephone: 717-346-9903).

**TOWNSHIP OF SPRINGFIELD**

**RIGHT TO KNOW REQUEST FORM**

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

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

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU WANT COPIES? YES or NO

- (\$.25 per side; \$5.00 per plan)

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

SIGNATURE \_\_\_\_\_

=====

For Office Use Only:

RIGHT-TO-KNOW OFFICER: \_\_\_\_\_

DATE RECEIVED BY TOWNSHIP: \_\_\_\_\_

TOWNSHIP FIVE DAY RESPONSE DUE: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_