

Luzerne County
858 Main Street
Sugarloaf, PA 18249

Right to Know Policy Sugarloaf Township enacted with Resolution 33 of 2008

General:

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours (7:30 am to 3:30 pm) 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. (See Attached Form.)

Fees:

Paper copies shall be 25 cents per page per side. The certification of a record shall be \$1.00 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 the original Township documents while taking reasonable measures to protect Township documents from the possibility of theft, damage, and/or modification.

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.

Appeals:

If a written request is denied or deemed denied, the requester may file an appeal in writing to the Office of Open Records. Appeals of criminal records shall be made to the District Attorney of Luzerne County. Contact information for appeals can be found on the Township website and in the Municipal office. Appeals shall be filed in writing within 15 business 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 requester asserts the appeal and any grounds stated by the Township as to delay or denial of the request.

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