

**TUSCARORA TOWNSHIP
PERRY COUNTY, PENNSYLVANIA**

RESOLUTION NO. 6-2018

OPEN RECORD OFFICER

Tuscarora Township hereby designates Debra Campbell as the township Open Records Officer.
The Open Records Officer may be reached at **72 Cemetery Road, Millerstown PA 17062, 717-589-7911** or e-mail address, **secretary@tuscaroratownship.com**.

GENERAL

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Tuscarora Township Municipal Building during the established business hours Wednesday 9:00 am to 12:00 noon. with the exception of holidays.

REQUESTS

Requests shall be made in writing to the township Open Records Officer on a form provided by the township.

FEES

Paper copies shall be **25 cents per page per side**. The certification of a record is **\$1.00 per record**. Specialized documents including, but not limited to blue prints, color copies and non-standard sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage and envelope 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.

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 is denied, the response shall include a reason for denial as stipulated in Act 3 of 2008, The Right-to-Know Law.

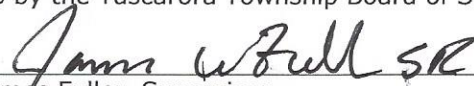
CONTACT INFORMATION FOR APPEALS

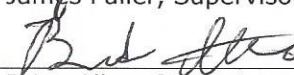
If a written request is denied or deemed denied, the requester may file an appeal in writing to Erik Arneson, Executive Director, Office of Open Records, Commonwealth Keystone Building 400 North Street, 4th Floor, Plaza Level, Harrisburg, PA 17120-0225.

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. The appeal shall state the grounds upon which the requester asserts the records is a public record and shall address any grounds stated by the township for delaying or denying the request.

RESOLVED AND ENACTED THIS 2nd day of January 2018 by the Tuscarora Township Board of Supervisors.


James Fuller, Supervisor


Brian Allen, Supervisor


William Sheaffer, Supervisor

ATTEST:


Secretary