

# MONROE TOWNSHIP OPEN RECORDS POLICY

## Open Record Officer

The township hereby designates the Township Secretary/Treasurer as the township Open Records Officer.

The Open Records Officer may be reached at: Monroe Township Municipal Office  
39 Municipal Drive  
Selinsgrove, PA 17870  
Phone: (570) 743-7057 ext 1  
Fax: (570) 743-6879  
Email: [monroetwp@verizon.net](mailto:monroetwp@verizon.net)

## General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours (8:30 a.m. to 4:30 p.m. Monday through Friday) with the exceptions of weekends and 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 per record. Specialized documents including, but not limited to blue prints, color copies and non-standard size documents shall be charged 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.

## 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.

## Contact Information for Appeals

If a written request is denied or deemed denied, the requester may file an appeal in writing to the Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234, by fax at (717) 425-5343 or by email at [openrecords@pa.gov](mailto:openrecords@pa.gov).

## 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.