

**Tinicum Township, Bucks County
Right-To-Know Policy**

Open Records Officer

The Township hereby designates Teri Lewis and Cathy Capozzi as the Tinicum Township Open Records Officers and Matthew Phelan as the Police Department's Open Records Officer.

The Open Records Officers may be reached at 163 Municipal Road, Pipersville, PA 18947, phone 610-294-9154, fax 610-294-9889, or email rtk@tinicumbucks.org.

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours, 9am to 5pm Monday, Tuesday, Thursday and Friday and 9am to noon Wednesday, with the exception of holidays and weekends.

Requests

Requests shall be made in writing to the Township Open Records Officers on the form provided by the Township. The Township reserves the right to deny an anonymous request.

Fees

Paper copies shall be 25 cents per page per side. The certification of a record is \$1 per record. Specialized documents included, 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 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 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.

Contact Information for Appeals

If a written request is denied or deemed denied, the requester may file an appeal in writing to the Officer of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120.

Appeals of criminal records shall be made to the District Attorney of Bucks County, Bucks County Justice Center, 100 North Main Street, Doylestown, PA 18901.

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 record is a public record and shall address any grounds stated by the Township in delaying or denying the request.

Resolved and enacted this 5th day of December 2017 by the Tincum Township Board of Supervisors.

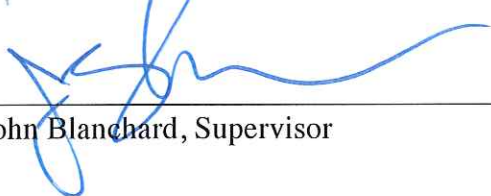
TINICUM TOWNSHIP SUPERVISORS



Vincent J. Dotti, Chairperson



Richard Rosamilla, Vice Chairperson



John Blanchard, Supervisor