



RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

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

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/
COUNTY: _____
(Required)

TELEPHONE: _____
(Optional)

RECORDS REQUESTED: _____

**Provide as much specific detail as possible so the agency can identify the information.*

DO YOU WANT COPIES? YES NO

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

RIGHT TO KNOW.DOC

West Brandywine Township

Board Of Supervisors

Carl S. Lindborg, *Chairperson*

Josef G. Obernier, Sr., *Vice-Chairperson*

Thomas J. McCaffrey, *Member*

Ronald A. Rambo, Jr., *Township Manager*
Secretary-Treasurer

Right-to-Know Policy of West Brandywine Township Chester County, PA

Though not required by law, this policy has been prepared by the Board of Supervisors, West Brandywine Township, to comply with the requirements of Act 3 of 2008 and reviewed by the Township's Solicitor to ensure compliance with said Act.

Open Records Officer

The Board of Supervisors, West Brandywine Township, hereby designates the Township Manager/Secretary/Treasurer, Ronald A. Rambo, Jr., as the Township Open Records Officer. The Open Records Officer may be reached at the West Brandywine Township building located 198 Lafayette Road, Coatesville, PA 19320, by calling 610-380-8200, by faxing 610-384-4934 or by emailing to manager@wbrandywine.org.

General Information

All documents deemed public records shall be available for inspection, retrieval and duplication at the Municipal Building during established business hours (7:00 a.m. to 4:30 p.m.) with the exception of weekends and designated municipal holidays.

Requests

Requests shall be made in writing to the Township Open Records Officer on a form provided by the Township. (form attached hereto)

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 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 \$100.00.

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 Township may take up to an additional thirty (30) days to fulfill a request if redaction is required; documents must be retrieved from a remote location; a legal review is needed; or legitimate staffing limitations exist. If additional time is needed, the open records officer shall send the requester a receipt of the request that includes a statement of the reason for the needed additional time within five (5) business days from receipt of the request or the request shall be deemed denied.

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 to a record 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 Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North State Street, Plaza Level, Harrisburg, PA 17120-0225.

Appeals of criminal records shall be made to the District Attorney of Chester County, Joseph Carroll, Chester County Courthouse, Two North High Street, West Chester, PA 19380.

Appeals Process

The appeal shall be filed within fifteen business days of the mailing of the Township's response or within fifteen days of a 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.

ENACTED and ADOPTED this date, December 18, 2008 by the Board of Supervisors, West Brandywine Township.

ATTEST

Ronald A. Rambo, Jr., Twp. Mgr./Sec./Treas.

BOARD OF SUPERVISORS

Carl S. Lindborg, Chairman

Josef G. Obernier, Sr., Vice-Chairman

Thomas J. McCaffrey, Supervisor