

## THE MUNICIPAL AUTHORITY OF THE TOWNSHIP OF EAST HEMPFIELD

### Right-To-Know Law Request Policy

This written policy outlines the proper procedures for requesting records from the Authority under Pennsylvania's Right-to-Know Law, 65 P.S. §§ 67.101 – 67.3104.

1. All requests for records should be in writing. The Authority may reject verbal requests. The written request should identify or describe the records sought with sufficient specificity to enable the Authority to determine which records are being requested, and the written request shall include a name and address to which the Authority should address its response. The Authority will not accept anonymous requests for records.

2. All requests for records must be addressed to: Superintendent, Municipal Authority of the Township of East Hempfield, 920 Church Street, P.O. Box 97, Landisville, PA, 17538.

3. Written requests for records may be sent to the Authority by regular mail, facsimile to (717) 892-1166, or delivered in person during the Authority's regular business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday.

4. If the Authority determines a requested record is a public record, the Authority will allow inspection and, if requested, duplication. The Authority will not charge a fee if a requester only seeks to inspect a public record, except where conversion from electronic storage to paper is required. The inspection of a public record by a requester shall take place at the Authority offices during regular business hours. Except for copies made and delivered to a requester pursuant to this policy, no public record shall be removed from the control or supervision of the Authority. If duplication or other services are requested, the following fees will be charged to the requester:

- a. Photocopy or printed copy of electronic record -- 25¢ per page
- b. Electronic copies will be provided by means of e-mail attachment -- 25¢ per attached page.
- c. Certified copy -- \$1 flat fee per record, regardless of page number.
- d. The Authority requires requesters to personally pickup paper copies of public records. If the Authority mails, faxes, or uses a special format (such as color copy or non-standard sized paper) to transmit copies, the requester will pay the actual cost.
- e. The total sum owed shall be paid in cash before the record is given to the requester. If fees will exceed \$100 or more, the fees must be paid in advance of the request being processed.

The Authority may waive fees in circumstances it deems appropriate. If the Authority receives a request for personal inspection of a record, but it is more convenient for the Authority to mail, fax, or e-mail a copy of the record, the Authority will waive the fees associated with duplication and transmission. Fees are not mutually exclusive of one another. For example, if a record must be duplicated before being mailed, the Authority may charge a .25¢ duplication fee and the actual cost of mailing.

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**Appendix 1 – Right-to-Know Law Contact Information**

**This Appendix will be posted at the Authority Office**

**Contact Information for the Authority Open Records Officer**

**Name:** Steven S. Gohn

**Title:** Superintendent

**Mailing Address:** 920 Church Street, P.O. Box 97, Landisville, PA 17538.

**Facsimile Number:** (717) 892-1166

**E-mail Address:**

**Contact Information for Pennsylvania Office of Open Records**

**Address:** Commonwealth of Pennsylvania  
Office of Open Records  
Commonwealth Keystone Building  
400 North Street, Plaza Level  
Harrisburg, PA 17120-0225  
717-346-9903

**Email:** [openrecords@state.PA.us](mailto:openrecords@state.PA.us)

**Executive Director:** Terry Mutchler

**Deputy Director:** Barry Fox

**Chief Counsel:** Leo L. Dunn

Adopted 1-9-2009