

## RESOLUTION NO. 09-13

### **A RESOLUTION OF THE BOROUGH COUNCIL OF MILLERSBURG BOROUGH, DAUPHIN COUNTY, PENNSYLVANIA,**

#### **Millersburg Borough Right-To-Know Policy**

##### **Open Records Officer**

Millersburg Borough Council hereby designates Ann Bowman Jackson as the Borough's Open Records Officer. The Open Records Officer may be reached at 101 West Street, Millersburg PA 17061. Phone 717-692-2389. Fax 717-692-5713. Email mbgsec@comcast.net.

##### **General**

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours of 8:00AM to 3:30PM with the exception of weekends and holidays.

##### **Requests**

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

##### **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 will be charged. The Borough shall require prepayment if the total fees are estimated to exceed \$100.00.

##### **Response**

The Borough 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 Borough documents while taking reasonable measure to protect Borough 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 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 requestor may file an appeal in writing to Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225.

**Appeals Process**

The appeal shall be filed within 15 business days of the mailing date of the Borough's response or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the requestor asserts the records is a public record and shall address any grounds stated by the Borough for delaying or denying the request.

**Requests for Criminal Records**

Requests for criminal records shall be made to Open Records Officer, Office of the District Attorney, Front and Market Streets, Harrisburg PA 17101-2028.

RESOLVED AND ENACTED this 9<sup>th</sup> day of September, 2009 by the Millersburg Borough Council.

ATTEST:

MILLERSBURG BOROUGH COUNCIL

Ann Bowman Spokas  
Secretary

[Signature]  
President of Council