



# ***Borough of Chambersburg***

*Celebrating 50 years of consumer owned gas service  
and over 100 years of consumer owned electric service*

## **PENNSYLVANIA OFFICE OF OPEN RECORDS**

### **STANDARD RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:** \_\_\_\_\_

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

**NAME OF REQUESTOR:** \_\_\_\_\_

**REQUESTOR STREET ADDRESS (Required):** \_\_\_\_\_

**REQUESTOR CITY/STATE/COUNTY (Required):** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

#### **RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary.*

**DO YOU WANT COPIES?** YES or NO

**DO YOU WANT TO INSPECT THE RECORDS?** YES or NO

**DO YOU WANT CERTIFIED COPIES OF RECORDS?** (Fees may apply) YES or NO

**\*\*Please Note:** Retain a copy of this request for your files\*\*

**\*\*It is a required document if you would need to file an appeal\*\***

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**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 this Act, the request must be in writing. (Section 702.) Written request need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)**



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## **RIGHT-TO-KNOW POLICY**

### **Open Records Officer**

The Borough hereby designates Jamia L. Wright, Borough Secretary, as the Open Records Officer.

The Open Records Officer may be reached at:

Address: 100 S. 2<sup>nd</sup> Street  
Chambersburg, PA 17201-2512

Telephone: 717-261-3254                      Fax: 717-264-0224

E-mail: [jwright@chbgboro.com](mailto:jwright@chbgboro.com)

Website: <http://borough.chambersburg.pa.us>

Office hours: Monday through Friday except holidays  
8 a.m. to 5 p.m.

### **General**

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours 8 a.m. to 5 p.m. with the exception of weekends and holidays.

### **Requests**

Requests shall be made in writing to the Borough Open Records Officer on a form provided by the Borough. The form is available at Borough Offices and on the Borough Website.

### **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 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. If prepayment is required, you will be advised prior to incurring the cost.

## **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 requester may file an appeal in writing to Terry Mutchler, 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 requester asserts the record is a public record and shall address any grounds stated by the Borough for delaying or denying the request.