



Borough of Chambersburg

*A full service municipality in Franklin County
celebrating over 65 years of consumer owned natural gas service
over 100 years of community electric and a
regional wastewater, water, and municipal solid waste utility*

**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****

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 requests 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, during regular business hours, at:

Address: 100 S. 2nd Street
Chambersburg, PA 17201-2512
Telephone: 717-251-2437 Fax: 717 261-4783
E-mail: jwright@chambersburgpa.gov
Website: www.chambersburgpa.gov/government/public-records.html
Office hours: Monday through Friday except holidays
8 a.m. to 5 p.m.

General

All public records, as defined by the Right-to-Know Law, shall be available for inspection, retrieval, and duplication at the Borough Offices 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. The Borough may accept any generic form that in the opinion of the Borough Open Records Officer contains sufficient information to process the request.

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 at the actual cost of production. Electronic reproduction on portable media, such as CD, DVD, or USB Flash Drive, shall be charged at the actual cost of the portable media. 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.

Pendency

During the pendency of any request for records or appeal of a denial of such a request, the Borough Open Records Officer agrees that the Borough will make a reasonable attempt to preserve and protect those records that could reasonably be expected to be responsive to the request from potential deletion or destruction, as may be normally allowed by local or State records retention rules, until such time as the Borough Open Records Officer or appropriate appellate authority makes a final determination on any Right to Know request.

Understanding the Law

Information on how to file a Right-to-Know request can be found on the Office of Open Records' website at: <http://openrecords.pa.gov/RTKL/HowToFile.cfm>

Response

The Borough shall make a good-faith effort to provide an appropriate response as promptly as possible, in accordance with the Right-to-Know Law. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original Borough documents while taking reasonable measures 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 the Right-to-Know Law. Such a response may include a notice of extension of time or a request for an extension of the deadline to respond, as applicable, consistent with the Right-to-Know Law.

If access to a record is denied, the response shall include a reason for denial as stipulated in the Right-to-Know Law.

Contact Information for Appeals

If a written request is denied or deemed denied, the requester may file an appeal via e-mail to: openrecords@pa.gov; via the Office of Open Records' online appeal form, available at: <http://openrecords.pa.gov/Appeals/HowToFile.cfm> or in writing to: Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234. If the request concerns law enforcement records, the requester may appeal in writing to the Franklin County District Attorney's Office, 157 Lincoln Way East, Chambersburg, PA 17201.

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.

More information on the appeals process can be found on the Office of Open Records' website at: <http://openrecords.pa.gov/Appeals/HowToFile.cfm>