

Right-To-Know Law Policy
HIGHLAND TOWNSHIP

Highland Township, Adams County adopts this policy pursuant to Section 504 (a) of the Right-To-Know Law, 65 P.S. §§67.101-67.3104. Highland Township has made this policy available to the public at its office and Highland Township website along with Pennsylvania Office of Open Records standard Right-To-Know Law Request Form.

The township hereby designates Robin Keller as the township's Open Records Officer. The Open Records Officer may be reached at 3641 Fairfield Road, Gettysburg, PA 17325, 717-642-8410 (telephone), 717-642-6512 (fax) or highlandtownship@comcast.net.

The township hereby designates Jason Stitt as the township's alternate Open Records Officer. The alternate Open Records Officer may be reached at 3641 Fairfield Road, Gettysburg, PA 17325, 717-642-8410 (telephone), 717-642-6512 (fax) or highlandtownship@comcast.net.

Public records shall be available for inspection, retrieval, and duplication at the township office during normal business hours Monday-Thursday 8am-3pm, except for township-designated holidays.

Request shall be submitted on the Pennsylvania Office of Open Records' Standard Right-To-Know Request Form. Anonymous or verbal requests will not be considered. Form is to be completed to include, name, full address (no Post Office Box only) and telephone number.

Paper copies shall be \$0.25 per page per side for black and white copies up to the first 1,000 pages and \$0.20 beyond 1000 and \$0.50 for color copies. The certification of a record is \$5 per record. Specialized documents, including but not limited to blueprints, color copies, and nonstandard sized documents, shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. All fees must be paid before documents will be released. Prepayment is required if the total fees are estimated to exceed \$100.

The Open Records Officer shall make a good-faith effort to provide the requested public record(s) as promptly as possible and within the RTKL's five business day timeframe. If the Open Records Officer cannot do so

within five business day, he/she is permitted to exercise a 30-day extension upon notifying the requester. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original documents while taking reasonable measures to protect original document from the possibility of theft, damage, and/or modification. If the request is denied, the Open Records Officer will send the requester a letter stating 1) a description of the record requested; 2) the specific reasons for denial, including a citation of supporting legal authority; 3) contact information for the Open Records Officer; 4) the date of the response; and 5) the procedure to appeal the denial.

Appeals must be filed within 15 business days of the mailing date of the township's response. Please note that a copy of the requester's original request and the township's denial letter must be included when filing an appeal. The law requires an appeal to include reasons why the record is public and to address the reasons for denial that the township stated in its denial letter.