RIGHT TO KNOW POLICY

Open Records Officer

Granville Township hereby designated the position of Asst. Secretary as the township's Open Records Officer. The position of Police Clerk is hereby designated as the Open Records Officer for Police Department Records.

The Open Records Officer may be reached at: address 100 Helen Street, Lewistown, PA 17044; phone 717-242-2334; fax 717-242-1524; email for Asst. Secretary can be found at www.granvilletwp.org

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 3:45 p.m.) with the exception of weekends and holidays. All police documents must be reviewed by the District Attorney's Open Records Officer before they can be inspected, retrieved or duplicated.

Requests

Requests shall be made in writing to the township Open Records Officer PA state form.

Fees

Paper copies shall be $0.25 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 township shall require prepayment if the total fees are estimated to exceed $100.

Response

The township 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 township documents while taking reasonable measure to protect township 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.

Contact Information for Appeals

If a written request is denied or deemed denied, the requester 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 of criminal records shall be made to the District Attorney of Mifflin County, Mifflin County Courthouse, 20 North Wayne Street, Lewistown, PA 17044.