

Mount Pleasant Township Right-to-Know Policy

Open Records Officer

The township hereby designates Jennifer S. Day, the Township Secretary, as the township's Open Records Officer.

The Open Records Officer may be reached at:

1035 Beck Road, Gettysburg, PA 17325

Phone #: (717) 624-8049

Fax #: (717) 624-7110

Email - mptsecretary@comcast.net

General

Public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours 8:30am to 3:00pm, with the exception of weekends and holidays.

Requests

Requests shall be made in writing to the township's Open Records Officer on the Pennsylvania Office of Open Records' Standard Right-to-Know Request Form. Anonymous or verbal requests will not be considered.

Fees

Paper copies shall be \$.25 per page per side for black and white copies up to the first 1,000 pages and \$.20 beyond 1,000 pages. The certification of a record is \$1.00 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 Township may, at its discretion, waive fees.

Response

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 (5) business day timeframe. If the Open Records Officer cannot do so within five (5) business days, 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 documents from the possibility of theft, damage, and/or modification. The Open Records Officer shall respond in writing consistent with Act 3 of 2008, the Right-to-Know Law. If the request is denied, the response shall include the specific reason(s) for the denial.

Contact Information for Appeals

If a written request is denied, the requester has the right to file an appeal in writing to:

Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101 or by using the online form at <https://www.openrecords.pa.gov/Appeals/HowToFile.cfm>.

Appeals Process

Appeals must be filed within fifteen (15) business days of the mailing date of the township's response or within fifteen (15) days of a deemed denial. 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 a public record and shall address the reasons for denial that the township stated in its denial letter.