

BOROUGH OF WATERFORD
Erie County, Pennsylvania

Open records/Right to Know Policy

Open Records Officer:

Janet M Parke

Name

234 E. 3rd St. Waterford PA 16441

Address

(814) 796-6960

Phone

(814-796-6961

Fax

Requests for Records:

All requests for records shall be submitted in writing to Open Records Officer by:

Mail to above address, **OR**

Fax to above number, **OR**

Delivery to:

Waterford Borough Office
234 E.3rd St.
Waterford, PA 16441

Between hours of:

1:00 P.M. – 5:00 P.M.

On (days of week)

Monday – Friday

Please use attached form.

or

Requests may be made using the Pennsylvania Office of Open Records Uniform Request Form at <http://open.records.state.pa.us>.

Fees:

The following fees will be payable for copies of public records before delivery of the records.

- Copies – 25 cents per page (50 cents for each page with double-sided copy)
- Certification - \$1.00 per record
- Records (such as plans, color copies, non-standard size documents) – Actual cost
- Actual cost of postage if records mailed
- 10 cents per page if records are faxed at the instruction of Requestor
- Reasonable costs necessarily incurred by the Borough in order to comply with the request (e.g. to retrieve records from the archives)
- Other costs permitted by the Open Records Law
- Of the total fees are likely to exceed \$100.00, prepayment of the estimated amount will be due upon request.

Response:

The Open Records Officer will respond in consultation with the Solicitor, as appropriate, in accordance with the requirements of the Right to Know Law. Requests shall be reviewed as soon as possible, and a response shall be made within 5 business days. Whenever feasible, a records inspection (if requested) or copies of the records requested shall be made available within 5 business days. If access to certain records is denied, the response will indicate the reason.

Appeals:

If a written request is denied or deemed denied, the requestor may file an appeal in writing to Terry Mutchler, Executive Director., Office of Open Records, Commonwealth Keystone Building, 400 North St. – Plaza Level, Harrisburg PA 17120-0225.

An appeal shall be filed within 15 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 requestor asserts the record(s) is/are a public record and shall address any grounds stated by the Borough for delaying or denying the request.