

WEST CALN TOWNSHIP RIGHT-TO-KNOW POLICY

Open Records Officer

The Township hereby designates Kim Milane-Sauro as the Township's Open Records Officer. The Open Records Officer may be reached as follows:

West Caln Township Building
721 West Kings Highway
P.O. Box 175
Wagontown, PA 19376-0175
610-384-5643, ksauro@westcaln.org

Any updates to the designated Open Records Officer or alternates can also be found on the Township's website at www.westcaln.org

General

Public records shall be available for inspection, retrieval, and duplication at the Township office during normal business hours as posted on the Township's website, with the exception of Township-designated holidays.

Requests

Requests shall be made in writing to the Township's Open Records Officer on a form provided by the Township and found on the Township's website. Requests submitted on the Pennsylvania Office of Open Records' Standard Right-to-Know Request Form will also be accepted. Anonymous or verbal requests will not be considered.

Fees

Please refer to the Township's Fee Schedule (may include additional fees as appropriate or refer to/incorporate the OOR's Fee Schedule]

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 business day timeframe. If the Open Records Officer cannot do so within five 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. 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 the 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.

Contact Information for Appeals

If a written request is denied, the requester has the right to file an appeal in writing to Executive Director, Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101. Appeals of criminal records shall be made to the District Attorney of Chester County.

Appeals Process

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 a public record and to address the reasons for denial that the Township stated in its denial letter. Visit the OOR's website at www.openrecords.pa.gov for additional information on filing an appeal.

To the extent any of the above procedures are inconsistent with any future updates to the Right-to-Know Law and established policies of the OOR, the most updated provisions and procedures shall be adhered to and adopted herein.