

**NORTH SHENANGO TOWNSHIP
CRAWFORD COUNTY, PENNSYLVANIA**

OPEN RECORDS / RIGHT TO KNOW POLICY

Open Records Officer:

The Open Records Officer for North Shenango Township is:

Township Secretary
11586 Linn Road, Espyville , PA 16424
Phone # 724-927-2568
Fax # 724-927-9447

Requests for Records:

All requests for records must be submitted in writing to the Open Records Officer by: (1) Mail to above address, (2) Fax to above number, (3) Email to nshenango@windstream.net, or (4) Delivery to the North Shenango Township Office located at 11586 Linn Road, Espyville. Written requests must be submitted on the Right To Know Request Form attached or the Form available from the Pennsylvania Office of Open Records.

Fees

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

- Copies - 25¢ per page
- Certification - \$5.00 per record
- Records (such as plans, color copies, non-standard size documents) – Actual cost
- Actual cost of postage if records mailed
- 50¢ per page if records are faxed at the instruction of Requestor
- Other costs permitted by the Open Records Law
- If 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, subject to 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 reasons.

Appeals

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

Appeals of requests for criminal records shall be made to the District Attorney of Crawford County, Crawford County Courthouse, 903 Diamond Park, Meadville, PA 16335.

An appeal shall be filed within 15 days of the mailing date of the Township’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 Township for delaying or denying the request.

Notes Regarding Records

Public meetings of the Township Board of Supervisors are recorded solely for purposes of assisting the Township Secretary prepare minutes. Such recordings of the meetings shall be retained only until such time as the minutes are approved by the Board. Thereafter, the recordings shall be erased.

ADOPTED this 2nd day of January, 2018, by the Board of Supervisors of North Shenango Township.

North Shenango Board of Supervisors

William G. Emil

Chairman

Eloise Soudemeyer

Supervisor

Paul H. Kelly
Supervisor

Attest:

Donna Kern
Secretary