

**READING TOWNSHIP  
ADAMS COUNTY, PENNSYLVANIA**

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**RESOLUTION 2020-15**

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**A RESOLUTION OF THE BOARD OF SUPERVISORS,  
AS AUTHORIZED BY PENNSYLVANIA'S RIGHT-TO-KNOW LAW,  
ADOPTING A POLICY ESTABLISHING PROCEDURES FOR REQUESTING PUBLIC  
RECORDS AND ADOPTING A FORM FOR REQUESTING PUBLIC RECORDS**

WHEREAS, the General Assembly of Pennsylvania had enacted a Right-to-Know Law, 65 Pa.C.S.A. § 701 *et. seq.* (Law); and

WHEREAS, Section 504(a) of the Law authorizes municipalities to adopt policies for the implementation of the Law; and

WHEREAS, Section 504(b)(3) of the Law authorizes municipalities to adopt a form for the filing of a public records request; and

WHEREAS, the Township previously published a policy for administration of the Law; and

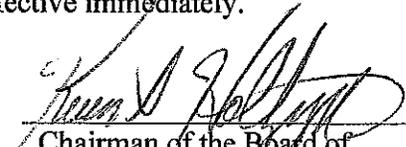
WHEREAS, the Board of Supervisors desires to update its policy to reflect the Law, as has been interpreted by the Office of Open Records and the Courts since its enactment; and

WHEREAS, while the Board of Supervisors acknowledges that a request for public records may be submitted using the form available from Pennsylvania's Office of Open Records, the Board of Supervisors desires to also adopt a Township form for the filing of public record requests, which form is designed to document actions taken by the Township's Open Records Officer upon receipt of a request;

NOW THEREFORE, BE IT RESOLVED that the Board of Supervisors hereby adopts, as its policy, the document titled "Right-to-Know Policy" attached to and made part of this Resolution, and rescinds the prior-published policy;

AND THEREFORE BE IT FURTHER RESOLVED, the Board of Supervisors hereby adopts, as the Township's form for the filing of a request, the document titled "Right-to-Know Request Form," attached to and made part of this Resolution.

RESOLVED this 16th day of March, 2020, and effective immediately.

  
Chairman of the Board of  
Township Supervisors

  
Township Secretary

(SEAL)

*I, Kim Beard, Secretary for Reading Township, by my signature above do hereby attest that the foregoing Resolution No. 2020-15 was voted upon and approved by unanimous vote of the Board of Supervisors on the 16th day of March, 2020.*

**READING TOWNSHIP  
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**RIGHT-TO-KNOW POLICY**

*The Right-to-Know Policy applies to all requests for public records made under Pennsylvania's Right to Know Law, 65 P.S. §67.101, et seq.*

**PUBLIC RECORD** – “Public record” is as defined by Pennsylvania’s Right-to-Know Law, Section 102, Definitions, and as has been interpreted by controlling opinion of a Pennsylvania court.

**EXEMPTIONS** – As a matter of policy, the Board of Supervisors has decided to make certain public records available without requirement for the submission of a Right-to-Know request form:

*Proposed for Board consideration:*

- i. documents duplicated and made ready for distribution to the general public in advance of a request (for example, a proposed ordinance for which comment is to be received at a future public hearing)*
- ii. current Zoning Ordinance, Subdivision and Land Development Ordinance, and Stormwater Management Ordinance*
- iii. in response to a property owner’s request, permit, plan and similar information contained in the parcel file for the property*

*OTHER?*

These records will be released upon verbal or written request and payment of duplication and mailing fees as stated in the section titled Copy and Delivery Fees.

**OPEN RECORDS OFFICER** – A request for public records must be directed to the attention of the Township’s Open Records Officer. The Reading Township Board of Supervisors appointed Kimberly Beard as the Township’s Open Records Officer.

**RTK REQUEST FORM** – Except as stated in the section titled Exemptions, all requests for a public record shall be submitted in writing using [*the Township’s form adopted by official action of the Board of Supervisors and available at the Township offices or*] the standard Right-to-Know Request Form available from the Pennsylvania’s Office of Open Records at [www.openrecords.state.pa.us](http://www.openrecords.state.pa.us). Requesters who have not used the form for his/her request shall be directed to this Policy and to resubmit the request using the form.

**MANNER OF SUBMITTING A REQUEST** – A request may be submitted to the Township’s Open Records Officer by United States mail, facsimile, electronic mail or in-person.

Reading Township  
50 Church Road  
East Berlin, PA 17316  
Fax. (717) 624-7926  
readingtownship@comcast.net

**RECEIPT OF A REQUEST** – Normal Township business hours are:  
Monday through Friday, 8:00 am to 4:00 pm

The above hours will not be observed when national or state holidays coincide with regular business hours, when the Township building is being used for national or state/local elections, or when inclement weather or other extraordinary event occurs and the Township determines to close the office.

A request submitted during normal Township business hours will be deemed received on that day. A request submitted after normal Township business hours will be deemed received on the next business day.

**REDACTION** – Prior to the release of the record in copy form or for inspection, the Open Records Officer will redact any information or record that is not a “public record,” as defined by Pennsylvania’s Right-to-Know Law, including a record that is exempt from being disclosed under Section 708 of the Right to Know Law, other federal or state law or regulation, or judicial order or decree, or a record protected by a privilege (e.g., attorney-client privilege, speech and debate privilege, etc.).

**COPY AND DELIVERY FEES** – Fees, as described below, shall be paid at the time of release of a requested record.

1. There is no fee for inspection of a record.
2. Standard size record copying charge is \$.25 per page.
3. Specialized record (e.g., non-standard size or color records, plans, blue prints, etc.) copying charge is the actual cost to the Township to copy the record.
4. If a requested record(s) is estimated to exceed \$100 in reproduction costs, prepayment (payment prior to the Township’s copying of responsive records) of the estimated fees is required. A refund will be issued if the actual cost of production is less than the estimated fee.

5. There is no fee for a copy of an electronic record delivered electronically; except:
  - i. where such record must first be redacted, there is a charge of \$.25 per redacted standard page;
  - ii. for material that is electronically stored and which is requested to be copied on to a disk or CD-R, there is a charge of \$1.00 for each 3.5 floppy disk or CD-R. Only disks or CD-Rs furnished by the Township will be used to duplicate electronically stored records (to protect the Township's systems from possible outside electronic interference or infection).
6. Delivery of a record by first class mail, overnight mail or facsimile is charged at the actual cost to the Township.
7. Certification of a public record is \$1.00 per record (not per page).
8. Notarization of a record is separately billed by the notary public at the then current rate authorized by 4 Pa. Code §161.1.
9. Certain records are created by others whose living is dependent upon being paid for copies of a document (for example, a transcript of a hearing prepared by a court reporter who is entitled to compensation for copies of transcripts) or are created by those who may hold a copyright on the written material contained in the document. In those cases, the Township may direct the requester to contact the document's preparer for copies of such records at the preparer's established costs of reproduction. Provided, however, that in the event that the record is copyrighted and the holder of the copyright has not authorized its reproduction by the Open Records Officer, in accordance with the decisions of the Pennsylvania courts the copyrighted record shall be made available by the Township only for inspection.

**APPEAL** – An appeal from a denial of a record may be made to:

Commonwealth of Pennsylvania  
Office of Open Records  
333 Market Street, 16th Floor  
Harrisburg, PA 17101-2234  
Fax: 717-425-5343  
[openrecords@pa.gov](mailto:openrecords@pa.gov)

READING TOWNSHIP, ADAMS COUNTY, PENNSYLVANIA

RIGHT-TO-KNOW REQUEST FORM

DATE: \_\_\_\_\_

NAME OF REQUESTER: \_\_\_\_\_

ADDRESS OF REQUESTER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NO. OF REQUESTER: \_\_\_\_\_

E-MAIL ADDRESS OF REQUESTER: \_\_\_\_\_

PUBLIC RECORD(S) REQUESTED:

*Please provide as much specific detail as possible. Use additional sheets if necessary.*

REQUESTING:       Paper Copy       Electronic Copy  
                          Inspection

REQUESTING CERTIFIED RECORD:       Yes    No

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**FOR TOWNSHIP USE ONLY**

Request submitted by:    U.S. Mail     Fax       E-Mail       In-Person

Time and date received: \_\_\_\_\_ Received by: \_\_\_\_\_

If not received by Open Records Officer (ORO), date directed to ORO: \_\_\_\_\_

Five day response due: \_\_\_\_\_ Issued: \_\_\_\_\_

30 day response due: \_\_\_\_\_ Issued: \_\_\_\_\_

Fees: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_ Paid by:    Cash     Check

Appeal:    Date appealed: \_\_\_\_\_ Date OOR noticed appeal: \_\_\_\_\_

                 Date appeal received: \_\_\_\_\_ Date Township response due: \_\_\_\_\_

                 Date OOR Determination issued: \_\_\_\_\_  Granted    Denied

*Form adopted by Resolution 2020-14*