

**ROCKEFELLER TOWNSHIP
BOARD of SUPERVISORS
538 Seven Points Rd.
Sunbury, PA 17801**

Phone: 570-286-1283

Fax: 570-286-2659

Resolution 2009-2

The Rockefeller Township Right-to-Know Policy

Open Record Officer

The Township hereby designates Julie Powell, Township Administrator, as the Open Records officer.

The Open Records officer may be reached at: The Rockefeller Township Municipal Building
538 Seven Points Rd.
Sunbury, PA 17801
Ph: 570-286-1283
Fax: 570-286-2659
E-mail: rocktwp@ptd.net

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours of 8:30AM to 4:30PM Monday, Tuesday and Thursday with the exception of holidays.

Requests

Requests shall be made in writing to the Township Open Records Officer on a form provided by the township.

Fees

Paper copies shall be 25 cents per page per side. The certification of a record shall be \$1.00 per record. Specialized documents including, but not limited to blue prints, color copies, and non-standard sized documents shall be charged the actual cost of reproduction. If mailing is requested, the cost of postage will be charged. The township shall require prepayment if the total fees are estimated to exceed \$100.00.

Response

The township shall make a good-faith effort to provide the requested public record(s) as promptly as possible. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original township documents while taking reasonable measure to protect township documents from the possibility of theft, damage and/or modification.

The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records officer shall respond to such requests in writing consistent in Act 3 of 2008, the Right-to-Know Law.