

BOROUGH OF LEWISBURG
RIGHT-TO-KNOW POLICY

OPEN RECORDS OFFICER:

The Borough hereby designates William Lowthert, Borough Manager, as the Borough's Open Records Officer.

The Open Records Officer may be reached at: Lewisburg Borough Building, 55 South Fifth Street, Lewisburg, Pennsylvania, telephone number (570) 523-3614, fax number (570) 524-2270, email: wlowthert@lewisburgborough.org.

GENERAL:

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Lewisburg Borough Building during established business hours (8 A.M. to 4:30 P.M.) with the exception of weekends and holidays.

REQUESTS:

Requests shall be made in writing to the Borough Open Records Officer on a form provided by the Borough, a copy of which is attached hereto. When the Open Records Officer receives a request, he/she must stamp the date of receipt upon it and note the date by which the request must be fulfilled.

FEES:

Paper copies shall be Twenty-five (25¢) Cents per page per side. The certification of a record is One (\$1.00) Dollar 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 production. If mailing is requested, the cost of postage will be charged. If fax, microfiche or other media is requested, the actual cost thereof will be charged. The Borough shall require prepayment if the total fees are estimated to exceed One Hundred (\$100.00) Dollars.

RESPONSE:

The Borough 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 Borough documents while taking reasonable measure to protect Borough 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 (5) business days after receiving a written request to access public records, the Open Records Officer shall respond to such request by fulfilling or denying it in writing consistent with Act 3 of 2008, the Right-to-Know Law. The Open Records Officer may take an additional thirty (30) days to fulfill a request if redaction is required, documents must be retrieved from a remote location, a legal review is required, or legitimate staffing limitations exist. If additional time is needed, the Open Records Officer must send the requester a receipt of the request that

includes a statement of the reason for the need for additional time within five (5) business days from receipt of the request or the request will be deemed denied.

If access to a record is denied, the response shall include a reason for denial as stipulated in Act 3 of 2008, the Right-to-Know Law.

CONTACT INFORMATION FOR APPEALS:

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

Appeals of criminal records shall be made to the District Attorney of Union County at the Union County Courthouse, 103 South Second Street, Lewisburg, Pennsylvania 17837, telephone number: (570) 524-8651.

APPEALS PROCESS:

The appeal shall be filed within fifteen (15) business days of the mailing date of the Borough's response or within fifteen (15) business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts the records is a public record and shall address any grounds stated by the Borough for delaying or denying the request.

POSTING

This Policy, together with the attached Request Form, shall be posted at the Lewisburg Borough Building and on the Borough's website.

ADOPTED as a Policy of the Borough of Lewisburg the 20th day of January, 2009 by Motion of the Borough Council of the Borough of Lewisburg, Union County, Pennsylvania. Policy of the Borough of Lewisburg AMENDED the 17th day of November, 2015 by Motion of Borough Council, specifically to name new Manager.



Pennsylvania Office of Open Records

Standard Right-to-Know Law Request Form

*Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.*

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date Request Submitted: _____ Submitted via: ☐ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Full Name: _____

Company (if applicable): _____

Please send response via: ☐ Email ☐ U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☐ Email ☐ U.S. Mail

☐ **By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.**

RECORDS REQUESTED: *Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.*

Form continues on page 2. Retain a copy of both pages.

RECORDS REQUESTED (continued):

DO YOU WANT COPIES? ☐ Yes, printed ☐ Yes, electronic ☐ No, in-person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the [Official RTKL Fee Schedule](#) for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than ☐ \$100 (or) ☐ \$_____.

Do you want [certified copies](#)? ☐ Yes (may be subject to additional costs) ☐ No

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester:
\$ _____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

Retain a copy of both pages of this Form.