



**DAMASCUS TOWNSHIP
WAYNE COUNTY, PA.
RIGHT – TO – KNOW POLICY**

OPEN RECORDS OFFICER

The Damascus Township designates Karyle A. Woods, Secretary as the Damascus Township Open Records Officer.

The Open Records Officer may be reached at:

1. By Mail to: 60 Conklin Hill Road, Damascus, PA 18415, ATT: Open Records Officer.
2. By E-Mail at: damascus@ptd.net
3. At Web site: damascustwp.org
4. By Phone at: [570] 224 – 4410, or Fax to [570] 224 – 4940
5. In person at: 60 Conklin Hill Road, Damascus, PA. during regularly scheduled office hours, except Weekends and Holidays.

GENERAL

All documents deemed public records shall be available at the Damascus Township Municipal Building during established business hours, 8:00 AM until 2:00 PM ,with the exception of Weekends and Holidays.

REQUESTS

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

FEES

Paper copies shall be .25 cents per page per side. The certification of a record is \$1.00 per record. Specialized documents, including, but not limited to Blue Prints, Color copies, and not standard sized documents shall be charged the actual cost of production. 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, by Certified Check or US Postal Money Order. No Cash will be accepted in this category.

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 Township documents while taking reasonable measures to protect Township documents from the possibility of Theft, Damage, and or Modifications.

The Open Records Officer shall review all written requests for access to public records, the Open Records Officer shall respond to such requests *in writing* consistent with Act 3 of 2008, Right – To – Know Law.

If access to a record is denied, the response shall include a reason for denial as stipulated in Act # of 2009, 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 Terry Mutcher, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225

Appeals of criminal records shall be made to the District Attorney of Wayne County.

APPEAL PROCESS

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

This motion to adopt The Open Records Policy is consistent with Act 3 of 2009, was taken by Damascus Township Board of Supervisors on Monday, the 15th Day of December 2008 as RESOLVED AND ENACTED BY The Board of Supervisors, whose signers are listed below.

Jeffrey R. Dexter, Chairman of the Board of Supervisors

Charles Grady, Vice Chairman of the Board of Supervisors

Jason E. Roberts, Supervisor of the Board of Supervisors

SEALED AND ATTESTED BY:

Karyle A. Woods, Secretary of the Board of Supervisors