



**DAMASCUS TOWNSHIP
WAYNE COUNTY, PENNSYLVANIA**

**RESOLUTION #2008-16
OPEN RECORDS OFFICER, POLICY AND PROCEDURE**

WHEREAS, the Damascus Township Board of Supervisors have agreed to the new Open Records Act 3 Right –To-Know Law; and its Policies and Procedures as amended and adopted by the Commonwealth of Pennsylvania in Act 3 of 2009.

NOW THEREFORE, it is resolved by the Damascus Township Board of Supervisors have appointed Karyle A. Woods, Secretary, as the Open Records Officer; the Records Officer may be reached at: 60 Conklin Hill Road, Damascus, PA 18415, ATT: Records Officer; Call [570] 224-2210, during regular office hours which are posted in the Municipal Building; or by Fax to [570] 224-4940; or by E-Mail at: damascus@ptd.net. Appeals shall be in writing to Executive Director, at the State Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225. Call [717]346-9903; or at Web site address: <http://openrecords.state.pa.us>; or by E-Mail to: openrecords@state.pa.us. AND all documents deemed public records shall be available for inspection, retrieval, and duplication at the Damascus Township Municipal Building during the established office hours of 8:00 AM until 2:00 PM, with the exception of Weekends and Holidays. Fees for services shall be posted in the Township Municipal Building.

Signed For Damascus Township:

_____ Chairman of the Board of Supervisors
Jeffrey R. Dexter

_____ Vice Chairman of the Board of Supervisors
Charles Grady

_____ Supervisor of the Board of Supervisors
Jason E. Roberts

ATTEST: I certify that the foregoing is a true and correct copy of Resolution #2008-16 adopted at the regularly scheduled Board of Supervisors Meeting at Damascus Township, Wayne County on Monday, December 15^h, 2008.

_____ **Karyle A. Woods, Secretary of the Board of Supervisors**