

**DOVER TOWNSHIP
YORK COUNTY, PENNSYLVANIA
RESOLUTION 2024-22**

***A RESOLUTION OF DOVER TOWNSHIP, YORK COUNTY, PENNSYLVANIA TO
ADOPT A RIGHT TO KNOW POLICY***

Authority

Dover Township, York County adopts this policy pursuant to Section 504(a) of the Right-to-Know Law, 65 P.S. §§ 67.101-67.3104. Dover Township has made this policy available to the public at its office located at 2480 West Canal Road, Dover, PA 17315 and at www.Dovertownship.org along with the Office of Open Records Uniform Request Form.

Open Records Officer

The township hereby designates the Township Manager as the Open Records Officer. The Open Records Officer may be reached at 2480 West Canal Road, Dover, PA 17315, (717) 292-3634 telephone, 717-292-1136 fax, or at laoswalt@dovertownship.org.

The township hereby designates Township Secretary as the Township's alternate Open Records Officer. The alternate Open Records Officer may be reached at 2480 West Canal Road, Dover, PA 17315, 717-292-3634 telephone, 717-292-1136 fax, or at bscearce@dovertownship.org.

The township hereby designates Assistant Township Manager as the Township's alternate Open Records Officer. The alternate Open Records Officer may be reached at 2480 West Canal Road, Dover, PA 17315, 717-292-3634 telephone, 717-292-1136 fax, or at krodgers@dovertownship.org.

General

Public records shall be available for inspection, retrieval, and duplication at the township office, 2480 West Canal Road, Dover, PA 17315, during normal business hours Monday through Friday, 8:00 a.m. to 4:30 p.m., with the exception of township-designated holidays.

Requests

Requests shall be made in writing to the Township's Open Records Officer on the Pennsylvania Office of Open Records' Standard Right-to-Know Request Form. Requests shall include the date of the request, the name and address of the requestor and a clear description of the records sought. Anonymous or verbal requests will not be considered.

The Township is not required to create a record that does not currently exist or to compile, maintain, format or organize a public record in a manner in which the Township does not currently compile, maintain, format or organize a public record.

If the Township determines that a public record contains information which is subject to access as well as information that is not subject to access, then the Township shall grant access to the information which is subject to access and deny access to the information which is not subject to access. If it is possible to do so, the Township will redact from the public record the information that is not subject to access and will not deny access to a public record if the information which is not subject to access is able to be redacted.

Fees

Paper copies shall be \$.25 per page per side for black and white copies up to the first 1,000 pages and \$.20 beyond 1,000 pages and \$.50 for color copies. The certification of a record is \$5 per record. Specialized documents, including but not limited to blueprints, color copies, and nonstandard-sized documents, shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. All fees must be paid before documents will be released. Prepayment is required if the total fees are estimated to exceed \$100.

Response

The Open Records Officer shall make a good-faith effort to provide the requested public record(s) as promptly as possible and within the RTKL's five business day timeframe. If the Open Records Officer cannot do so within five business days, he/she is permitted to exercise a 30-day extension upon notifying the requester. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original documents while taking reasonable measures to protect original documents from the possibility of theft, damage, and/or modification. If the request is denied, the Open Records Officer will send the requester a letter stating 1) a description of the record requested; 2) the specific reasons for the denial, including a citation of supporting legal authority; 3) contact information for the Open Records Officer; 4) the date of the response; and 5) the procedure to appeal the denial.

Contact Information for Appeals

If a written request is denied, the requester has the right to file an appeal in writing to Executive Director, Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101.

Appeals Process

Appeals must be filed within 15 business days of the mailing date of the township's response. Please note that a copy of the requester's original request and the township's denial letter must be included when filing an appeal. The law requires an appeal to include reasons why the record is a public record and to address the reasons for denial that the township stated in its denial letter. Visit the OOR's website at www.openrecords.pa.gov for additional information on filing an appeal.

Effective Date

This policy shall be effective as of September 9th, 2024. This policy supersedes all prior open records policies.

RESOLVED this 9th day of September, 2024.

ATTEST:

**DOVER TOWNSHIP
BOARD OF SUPERVISORS**

Brooke M. Scarce
Brooke M. Scarce, Township Secretary

Stephen Stefanowicz
Stephen Stefanowicz, Chairman