

**Township of North Heidelberg
Berks County, Pennsylvania**

Open Records Policy

Open Record Officer

The Township of North Heidelberg (“Township”) has designated Tanya Taatjes as the Township Open Records Officer. The Open Records Officer may be reached at:

928 Charming Forge Rd.,
Robesonia, PA 19551
Phone: 610-488-1619 Fax: 610-488-9738

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours (10:00 a.m. to 12:00 p.m. Tues and Thurs) with the exception of weekends and holidays.

Requests

Requests shall be made in writing to the Township Open Records Officer on a form provided by the Township or the form provided by the Pennsylvania Office of Open Records. (See attached form)

Fees

Paper copies shall be Twenty-Five Cents (\$0.25) per page per side. The certification of a record is One Dollar (\$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 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 One Hundred Dollars (\$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 (5) business days after receiving a written request to access public records, the Open Records Officer shall respond to such requests in writing consistent with Act 3 of 2008, the Right-to-Know Law.

If access to a record is denied, the response shall include a reason for denial as stipulated in Act 3 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 Mutchler
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 Berks County:

John T. Adams, Esq.
Berks County Services Center
633 Court Street, 5th Floor
Reading, PA 19601
Phone: (610) 478-6000

Appeals Process

The appeal shall be filed within fifteen (15) business days of the mailing date of the Township’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 Township for delaying or denying the request.

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Robesonia, PA 19551
Phone: 610-488-1619 Fax: 610-488-9738

NORTH HEIDELBERG TOWNSHIP RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

REQUEST SUBMITTED BY: U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

*Provide as much specific detail as possible so the agency can identify the information.

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

**Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)