

HOPEWELL TOWNSHIP

Beaver County Pennsylvania

Public Records Policy – Hopewell Township Resolution R2012-13

Requests: Public records will be available for inspection and copying at the Hopewell Township Municipal Building during normal business hours, Monday through Friday, 8:30 am to 4:30 pm, with the exception of holidays.

Requests shall be in writing, e-mail or fax and directed to the Township Record Requests Officer at the Township Municipal Building, 1700 Clark Boulevard, Aliquippa, PA 15001. Written requests shall be on a form provided by the township and shall include the date of the request, the name and address of the requester, and a clear description of the records sought. The forms will be sent to the requester upon request.

Fees: Are set forth in Hopewell Township Resolution R2012-13 in accordance with the Freedom of information Act of the PA Office of Open Records.

Response: The records request officer shall review all written requests for access to public records no later than five business days after receiving a written request and shall respond to all such requests in a manner consistent with the Right-To-Know Act. Otherwise the written request shall be denied. For the purpose of this policy, a business day is any Monday, Tuesday, Wednesday, Thursday or Friday, except those days when the Township's office is closed for all or part of the day due to holiday.

Written notice will be sent within 5 business days of receipt of the written request for access. The notice shall include a statement notifying the requester that the request for access is being reviewed, the reason for the review, a reasonable date that a response is expected to be provided and an estimate of applicable fees owed when the record becomes available. If the date that a response is expected to be provided is in excess of 30 days, following the 5 business days allowed for above, the request for access shall be deemed denied unless the requester has agreed in writing to an extension to date specified in the notice. Township employees shall cooperate with those requesting to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft and/or modification.

Appeals Process: If a written request for access to a record is denied or deemed denied, the requester may file exceptions with the Office of Open Records within 15 business days of the response or within 15 business days of a deemed denial. The Office of Open Records has established an internet website with information relating to the Right-To-Know Act. Any interested person may access the web site by going to openrecords.state.pa.us.

The requester may appeal a final determination to the Common Pleas Court or District Justice within 30 days of denial or final determination.

