

## **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](http://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.



# HOPEWELL TOWNSHIP

# POLICE DEPARTMENT



CHIEF OF POLICE  
Donald E. Sedlacek

Session 216

1700 CLARK BLVD.  
ALIQUPPA, PA 15001  
phone: 724.378.0557  
fax: 724.378.9105

e-mail: [chiefofpolice@hopewelltwp.com](mailto:chiefofpolice@hopewelltwp.com)

## Standard Right-to-Know Law Request Form

*Please read carefully. Complete this form and retain a copy of both pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.*

SUBMITTED TO AGENCY NAME: \_\_\_\_\_ (Attn: RTKO)

Date Request Submitted: \_\_\_\_\_ Submitted via:  Email  U.S. Mail  Fax  In Person

### PERSON MAKING REQUEST:

Full Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Please send response via:  Email  U.S. Mail

*If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.*

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

How do you prefer to be contacted if the agency has questions?  Telephone  Email  US Mail

By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.

**RECORDS REQUESTED:** Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.

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### RECORDS REQUESTED (*continued*):

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DO YOU WANT COPIES?    Yes, printed    Yes, electronic    No, in-person inspection

*Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the Official RTKL Fee Schedule for more details.*

### I understand that my request may incur fees.

Notify me before further processing if fees will be more than    \$100 (or)    \$ \_\_\_\_\_

Do you want certified copies?    Yes (may be subject to additional costs)    No

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### ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

#### **Hopewell Township Police Department Right to Know Officer:**

Sgt. Jill Banovsky ([jillbanovsky@hopewelltwp.com](mailto:jillbanovsky@hopewelltwp.com))

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was:    Granted    Partially Granted & Denied    Denied

Cost to Requester: \$ \_\_\_\_\_

Appropriate third parties notified and given an opportunity to object to the release of requested records.