

# FRANKLIN TOWNSHIP

## LUZERNE COUNTY, PA

### RIGHT-TO-KNOW POLICY

#### Open Record Officer

The Franklin Township Board of Supervisors hereby designates Richard A. Melvin as the township Open Records Officer. The Open Records Officer may be reached at 477 Municipal Road, Dallas, PA 18612 or by phone at 570-333-5131 or by email at [franklin@epix.net](mailto:franklin@epix.net).

#### General

All documents deemed public records will be available for inspection, retrieval, and duplication at the Township Municipal Building during established business hours, Monday through Friday, 8:30 AM to 1:30 PM, with the exception of holidays and weekends.

#### Requests

Requests shall be made in writing and directed to the Open Records Officer at the Township Municipal Building, 477 Municipal Road, Dallas, PA 18612. Written requests shall be on a form provided by the township or available on the Franklin Township website ([www.ftwp.com](http://www.ftwp.com).) and shall include the date of the request, the name and address of the requester, and a clear description of the records sought.

#### Fees

Paper copies will be \$0.25 per page per side for black and white copies. If "True and Correct Certification" is requested, an additional charge of \$1.00 per record not including any notarization fees will be added. Specialized documents such as color copies, blueprints, 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 will require prepayment if the total fees are estimated to exceed \$100. To view the entire fee schedule, go to <http://openrecords.state.pa.us> and choose "Fees"

**Response**

The Township will make a good faith effort to provide the requested public records as promptly as possible. The Open Records Officer 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.

The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer shall respond to all such requests in a manner 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 2008, the Right-to-Know Law.

**Contact Information for Appeals**

If a written request is denied or deemed denied, the requester may file an appeal with Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225.

**Appeals Process**

The appeal shall be filed within 15 business days of the mailing date of the township's response or within 15 days of a deemed denial. The appeal shall state the grounds upon which the requester asserts the records are public records and shall address any grounds stated by the township for delaying or denying the request.

<http://openrecords.state.pa.us>; E-mail: [openrecords@state.pa.us](mailto:openrecords@state.pa.us))

**RESOLVED AND ENACTED** this 2<sup>nd</sup> day of February 2009 by the Franklin Township Board of Supervisors.

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Richard A. Melvin, Secretary

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Fred Dymond III, Chairman

**RECORD REQUEST FORM**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

DESCRIPTION OF RECORDS (For more space, continue on back)

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INSTRUCTIONS: PICK-UP FAX MAIL DISK EMAIL

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SIGNATURE (When request is fulfilled)  
For Office Use Only:

Copies Postage \_\_\_\_\_ Disk Fax

TOTAL COST

DATE REQUEST FULFILLED \_\_\_\_\_

INITIALS OF STAFF MEMBER \_\_\_\_\_

DATE INFORMATION: Picked up \_\_\_\_\_ Faxed \_\_\_\_\_ Mailed \_\_\_\_\_