

TOWNSHIP OF KENNEDY

Allegheny County, Pennsylvania

PUBLIC RECORDS POLICY

Requests

Public records will be available for inspection and copying at the Kennedy Township Municipal Building during normal business hours, Monday through Friday, 8:30 am to 3:30 pm.

Requests shall be in writing, e-mail or fax and directed to the Township Manager at the Township Municipal Building, 340 Forest Grove Road, Coraopolis, PA 15108. 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

Paper copies will be \$0.25 per page. This fee will also apply to scanning and e-mailing the information requested. If mailing is requested, the cost of postage will be charged. Fax copies will be available at the cost of \$0.25 per page. If "True and Correct Certification" is requested, an additional charge of \$5.00 will be added. The Township will require prepayment if the total fees are estimated to exceed \$50.00.

Response

The Township Manager shall review all written requests for access to public records no later than five (5) business days after receiving a written request and shall respond to all such requests in a manner consistent with Act 3 of 2008, 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. The Manager will send written notice within (5) five 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) thirty days, following the (5) five 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 Manager's response or within (15) fifteen 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 website 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.

TOWNSHIP OF KENNEDY
Allegheny County, Pennsylvania
PUBLIC RECORDS FORM

DATE: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

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

INSTRUCTIONS: PICK-UP ___ FAX ___ MAIL ___ E-MAIL ___

SIGNATURE: _____

For Office Use Only:

Copies _____ Postage _____ Disk _____ Fax _____

TOTAL COST _____

DATE REQUEST FULFILLED _____

INITIALS OF STAFF MEMBER _____

DATE INFORMATION: Picked up _____ Faxed _____ Mailed _____

DESCRIPTION OF RECORDS (Continued)

Horizontal lines for text entry, consisting of 19 parallel lines spaced evenly down the page.