



GREENE TOWNSHIP BOARD OF SUPERVISORS

1145 Garver Lane • P.O. Box 215
Scotland, Pennsylvania 17254-0215

Telephone: Supervisors 717-263-9160 Zoning 717-263-4990 • Fax: 717-263-6427
E-mail: greene@greentwp.us • Website: www.twp.greene.franklin.pa.us

SUPERVISORS

TODD E. BURNS
TRAVIS L. BROOKENS
SHAWN M. CORWELL

Diann Weller, *Secretary*
Lindsay Loney, *Treasurer*
Welton J. Fischer, *Solicitor*
Daniel R. Bachman, *Zoning Officer*
Gregory P. Lambert, P.E., *Engineer*

RESOLUTION NO. 14-2018

RIGHT -TO-KNOW POLICY

Open Records Officer

The Township hereby designates Gina Griffith as the Township Open Records Officer

The Open Records Officer may be reached at:

Address: 1145 Garver Lane
Scotland, PA

Mailing
Address: 1145 Garver Lane
P. O. Box 215
Scotland, PA 17254-0215

Telephone: 717-263-4990

Fax: 717-263-6427

E-mail: greene@greentwp.us

Website: www.twp.greene.franklin.pa.us

Office hours: Monday through Friday except holidays - 8 a.m. to 4 p.m.

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours, 8 a.m. to 4 p.m., 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. The form is available at the Township Office and on the Township Website.

Fees

Paper copies shall be 25 cents per page per side. The certification of a record is \$1 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 \$100.00. If prepayment is required, you will be advised prior to incurring the cost.

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 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 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 in writing to Executive Director, PA Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17126-0333.

Appeals Process

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

WITNESSETH the adoption of the foregoing Resolution by the Board of Supervisors of Greene Township, Franklin County, Pennsylvania, this 8th day of May 2018.

**BOARD OF SUPERVISORS
OF GREENE TOWNSHIP**

ATTEST:

Secretary

By _____
Todd E. Burns

Travis L. Brookens

Shawn M. Corwell

CERTIFICATION

I, Diann Weller, hereby certify that the foregoing is a true and correct copy of a Resolution adopted by Greene Township Board of Supervisors at a meeting held May 8, 2018.

Diann Weller, Township Secretary