

**TOWNSHIP OF RICHMOND
BERKS COUNTY, PENNSYLVANIA**

Open Records Policy

Open Record Officer

The Township of Richmond (“Township”) Open Records Officer, Jennifer Galomb, may be reached at:

11 Kehl Drive
Fleetwood, PA 19522
Phone: 610-944-0348 Fax: 610-944-6461
Email: richtwp@ptd.net

General

Established Township business hours are generally 8:30 a.m. to 3:30 p.m. on Mondays, Tuesday and Thursdays and 8:30 a.m. to 12:00 p.m. (noon) on Fridays, with the exception of holidays.

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Township Building during established business hours.

Requests

Requests shall be made in writing to the Township Open Records Officer on a form provided by the Township or the form provided by the Pennsylvania Office of Open Records. (See attached form)

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.

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
Office of Open Records
333 Market Street 16th Floor
Harrisburg, Pennsylvania 17101-2234

Appeals of criminal records shall be made to the District Attorney of Berks County:

County of Berks District Attorney
Berks County Services Center
633 Court Street, 5th Floor
Reading, PA 19601
Phone: (610) 478-6000

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 records is a public record and shall address any grounds stated by the Township for delaying or denying the request.

RICHMOND TOWNSHIP RIGHT-TO-KNOW REQUEST FORM

11 Kehl Drive
P.O. Box 474
Fleetwood, PA 19522
Phone: 610-944-0348 Fax: 610-944-6461
Email: richtwp@ptd.net

DATE REQUESTED: _____

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY/ZIP (Required): _____

TELEPHONE (Optional): _____ EMAIL (Optional): _____

RECORDS REQUESTED:

*Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100? YES NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****

**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

OPEN-RECORDS OFFICER:

I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY: _____

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: _____

THIRTY (30) DAY TIME EXTENSION TIME: YES or NO

TIME EXTENSION RESPONSE DUE: _____

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in the Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

TOWNSHIP OF RICHMOND, BERKS COUNTY, PENNSYLVANIA

RESOLUTION NO. 2022 - 15

**A RESOLUTION OF THE TOWNSHIP OF RICHMOND, BERKS COUNTY,
PENNSYLVANIA, ADOPTING A REVISED OPEN RECORDS POLICY FOR
RICHMOND TOWNSHIP**

WHEREAS, the Pennsylvania Second Class Township Code, Article VI, Section 607, charges Supervisors with the governance of the township, the authority to employ persons as may be necessary for the general conduct of township business, and to perform duties and exercise powers as may be imposed or conferred by law or the rules and regulations of any agency of the Commonwealth; and

WHEREAS, the Pennsylvania Right-To-Know Law, 65 P.S. Section 502(a) provides for the establishment of an Open Records Officer in each township and Section 504 for the adoption and posting of the regulations, policies and procedures in each township; and

WHEREAS, by Resolution Number 2021-12, the Board of Supervisors appointed Jennifer Galomb as the Township's Open Records Officer and adopted a revised Open Records Policy; and

WHEREAS, the revised Open Records Policy stated the incorrect business hours of the Township; and

WHEREAS, it is essential to the proper operation of the government of Richmond Township, as well as to assure that the laws are faithfully enforced, that there an revised Open Records Policy stating the correct hours of operation of Richmond Township be adopted; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors that the attached Open Records Policy be adopted for the Township of Richmond.

FURTHER RESOLVED, that the Open Records Policy shall take effect immediately.

FURTHER RESOLVED, that if any provision, sentence, clause, section, or part of this Resolution shall for any reason be found to be unconstitutional, illegal or invalid, such determination shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Resolution, and it is hereby declared to be the intent of the Board of Supervisors of Richmond Township that this Resolution would have been adopted had such unconstitutional, illegal or invalid provision, sentence, clause, section or part not been included herein.

FURTHER RESOLVED, that all Resolutions or parts of Resolutions inconsistent with this Resolution are hereby superseded.

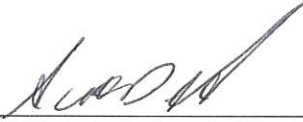
FURTHER RESOLVED, that the Township Secretary shall deliver a certified copy of this Resolution to the appointee.

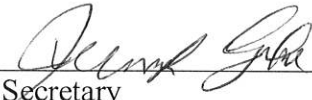
IN WITNESS WHEREOF, the Board of Supervisors of Richmond Township has adopted this Resolution in lawful session this 12th day of December 2022.

BOARD OF SUPERVISORS,
TOWNSHIP OF RICHMOND,
BERKS COUNTY, PENNSYLVANIA

By: 
Chairman

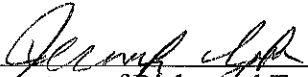

Vice Chairman


Member

Attest: 
Secretary

CERTIFICATE

I hereby certify that the foregoing is a true and accurate copy of a resolution of the Board of Supervisors of RICHMOND TOWNSHIP, Berks County, Pennsylvania, which was fully adopted at a public meeting held pursuant to notice as required by law on the 12th day of December 2022.



Secretary of Richmond Township

Dated: 12/12, 2022