

## **OPEN RECORDS POLICY RAPHO TOWNSHIP**

**Rapho Township Board of Supervisors enacts the following policy statement to insure access to public records.**

Rapho Township hereby designates the Township Manager as the Township Open Records Officer (ORO).

The ORO may be reached at the Rapho Township Municipal Building;  
971 North Colebrook Road, Manheim PA 17545. Phone 717-665-3827, Fax 665-7685;  
email [manager@raphotownship.com](mailto:manager@raphotownship.com).

### General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Rapho Township Municipal Building during established business hours (8am to 3:30pm) with the exception of weekends and holidays.

### Requests

Requests shall be made in writing to the Township ORO on a form provided by the Township.

### 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. Rapho Township shall require prepayment if the total fees are estimated to exceed \$100.

### Response

Rapho Township shall make a good-faith effort to provide the requested public record(s) as promptly as possible. The ORO 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 ORO 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 ORO 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 the Office of Executive Director of the Office of Open Records, Commonwealth Keystone Building 400 North Street, Plaza level Harrisburg PA 17120-0225.

### Appeals Process

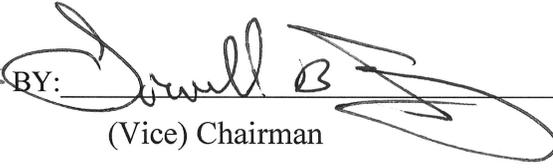
The appeal shall be filed within 15 business days of the mailing date of the township's response or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts the records is a public record and shall address any grounds stated by the township for delaying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

**RESOLVED AND ENACTED** this 18<sup>th</sup> day of December, 2008 by the Rapho Township Board of Supervisors.

**Rapho Township  
Lancaster County, Pennsylvania**

ATTEST:

  
Secretary

BY:   
(Vice) Chairman