

**PLYMOUTH TOWNSHIP
RIGHT-TO-KNOW POLICY**

Open Records Officer

The Township hereby designates **Karen B. Weiss, Township Manager**, as the Township Open Records Officer. The Open Records Officer may be reached at:

Plymouth Township Municipal Building
700 Belvoir Road, Plymouth Meeting, PA 19462
610-277-4100 (phone) 610-277-1452 (fax)
kweiss@plymouthtownship.org

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours, 8:30 a.m. to 4:30 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.

Fees

Paper copies shall be twenty-five (25) cents per page per side. The certification of a record is One (\$1.00) Dollar 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 One Hundred (\$100.00) Dollars.

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 (5) 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 Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225.

Appeals of criminal records shall be made to the District Attorney of Montgomery County, Post Office Box 311, Norristown, PA 19404-0311.

PLYMOUTH TOWNSHIP
MONTGOMERY COUNTY, PA

PLYMOUTH TOWNSHIP RIGHT TO KNOW REQUEST FORM

1. Date Requested: _____
2. Request Submitted by: Email_____ U.S. Mail_____ Fax_____ In-person_____
3. Name of Requestor: _____

Street Address: _____

City/State/Zip Code/County (Required): _____

County: _____

Telephone (Optional): _____

4. Records Requested:
**Provide as much specific detail as possible so the agency can identify the information.*

5. Do you want copies? Yes or No _____
6. Do you want to inspect the records? Yes or No _____
7. Do you want certified copies of records? Yes or No _____

Right to Know Officer: Karen B. Weiss

Date Received By The Agency: _____

Agency Five (5) Day Response Due: _____