

Clinton Township Right-to-Know Policy

Open Record Officer – The Open Records Officer shall review all written requests for access to public records. Clinton Township has appointed the Secretary Treasurer as the township Open Records Officer with the Assistant Secretary Treasurer as the alternate Open Record Officer, as needed.

Contact - The Open Records Officer may be reached at the Clinton Township Municipal Building, 711 Saxonburg Boulevard, Saxonburg, PA 16056 during regular office hours. The phone number is 724.352-9000; the fax number is 724.352-9011 and email is clinton@nauticom.net.

General - All documents deemed public records shall be available for inspection, retrieval, and duplication at the Clinton Township Municipal Building during established business hours (9AM -2PM) (*or when office is open*) with the exception of recognized 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 \$0.25 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.

Response - Clinton Township will make a good faith effort to provide the requested 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.

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 the agency fails to send the response within five business days of receipt of the written request for access, the written request for access shall be deemed denied.

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.

Extension - The Open Records Officer may request an extension of time as described in Chapter 9, Section 902 of the Act.

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 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(s) is a public record and shall address any grounds stated by the township for delaying or denying the request.