**Fairfield Township**

**834 Fairfield Church Rd**

**Montoursville, PA 17754**

**Open Records Policy**

**Requests**

Public records will be available for inspection and copying at the Township Municipal Building during the hours of 7:30 AM to 12:30 PM, Monday through Friday, with the exception of Holidays.

Requests shall be in writing and directed to the Township Secretary, Tracey Buffington, at the above address. Written requests shall be on a form provided by the Township, and also available on this website. Requests shall include, the date, name, and address of the requester, and a clear description of the records sought. An emailed copy of the Right to Know Form is also acceptable.

**Fees**

There is a $5.00 fee for all requests. Paper copies will be $0.25 per page, per side. If mailing is requested, the cost of postage will also be charged. If a disk is requested, it will be provided at a cost of $1.00 per disk. A new disk will be necessary each time records are provided. Fax copies will be available at the cost of $0.50 per page. If “true and correct certification” is requested, and additional charge of $3.00 will be added. The Township will require prepayment if the total fees are estimated to exceed $50.00. Files may also be emailed as requested.

**Response**

The Township will make a good faith effort to provide the requested public records as promptly as feasible. Township employees shall cooperate with those requesting to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft and/or modification.

The Township Secretary shall review all written requests for access to public records. As soon as possible, but no later than 5 business days after receiving a written request to access public records, the secretary shall respond to all such requests in a manner consistent with Act 100 of 2002, the Open Records Law.

**Appeals Process**

If a written request is denied or deemed denied, the requester may file exceptions with the Board of Supervisors within 15 business days of the mailing date of the Township’s denial. The exceptions shall state grounds on which the requestor asserts that the records are public records and shall address any grounds stated by the Township for denying the request.

The Board of Supervisors shall make a final determination on the exceptions within 30 days of the mailing date of the exceptions. The Board of Supervisors may hold a hearing on the issue during the 30 days, if the Board determines that the denial was correct, it must provide a written explanation to the requestor.

The requestor may appeal a final determination to the District Justice or Common Pleas Court within 30 days of denial or final determination.