

#1-2009

**Resolution Adopting the
Jessup Borough Right-to-Know Policy**

Open Record Officer

The Borough hereby designates Sharon Marek as the Borough Open Records Officer. The Open Records Officer may be reached at: The Jessup Borough Building, 395 Lane Street, Jessup, Pennsylvania 18434. Phone: 570-489-0411 Fax: 570-489-6899 email: jessupborough@comcast.net

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Borough Building during established business hours (9:00 a.m. to 4:00 p.m.). Documents will be available after a written request has been approved.

Requests

Requests shall be made in writing to the Borough Open Records Officer on a form provided by the Borough. Anonymous requests will not be accepted.

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 Borough shall require prepayment if the total fees are estimated to exceed \$100.

Response

The Borough 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 Borough documents while taking reasonable measures to protect Borough 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 Lackawanna County: Andrew Jarbola III, Murray Building 409-415 Spruce St Scranton Pa. 18503. Phone: 570-963-6717

Appeals Process

The appeal shall be filed within 15 business days of the mailing date of the Borough'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 Borough for delaying or denying the request.


**RESOLVED, ENACTED AND ORDAINED AS POLICY THIS 5TH DAY OF JANUARY,
2009.**

**BOROUGH COUNCIL OF
THE BOROUGH OF JESSUP**

ATTEST:

 (SEAL)
SHARON MAREK
Secretary

BY:


JAMES F. BRUNOZZI
President