

# Buffalo Township Right-to-Know Law Policy

Act 3 of 2008

## Open Record Officer

The township hereby designates Peggy Hartman-Shields as the township Open Records Officer.

The Open Records Officer may be reached at:

- Buffalo Township, 2115 Strickler Road, Mifflinburg, PA 17844
- Phone: (570) 966-4004
- Fax: (570) 966-0209
- E-mail: [buffalotwp@gmail.com](mailto:buffalotwp@gmail.com)

## General

All documents deemed public records shall be available for inspection, retrieval and duplication at the Municipal Building during established business hours.

## Request

Requests shall be made in writing to the township Open Records Officer on a form provided by the township (See attached form).

## Fees

Section 1307 of the Right-To-Know Law (RTKL) requires the Office of Open Records (OOR) to establish a fee schedule for Commonwealth agencies and local agencies. The fee schedule is available on the OOR website - <https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm>.

If mailing is requested, the cost of postage will be charged. The township shall require prepayment if the total fees are estimated to exceed \$5.00.

## 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 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 business days after receiving a written request to access public records, the Open Records Officer shall respond to such requests in writing consistent with the Right-to-Know Law.

If access to a record is denied, the response shall include a reason for denial as stipulated in the Right-to-Know Law.

## Contact Information for Appeals

If a written request is denied or deemed denied, the requester may file an appeal within 15 business days in writing to Office of Open Records, 333 Market Street, 16<sup>th</sup> Floor, Harrisburg, PA 17101-2234.

REVISED AND ENACTED THIS 6<sup>th</sup> day of June, 2022 by the Buffalo Township Board of Supervisors.

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Joseph Wise

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William Zimmerman

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Paul Haines