

**WORCESTER TOWNSHIP
BOARD OF SUPERVISORS**

MONTGOMERY COUNTY, COMMONWEALTH OF PENNSYLVANIA

RESOLUTION NO. 2008-25

**A RESOLUTION ESTABLISHING THE TOWNSHIP'S OPEN RECORDS
POLICY UNDER ACT 3 OF 2008 INCLUDING, BUT NOT LIMITED TO,
APPOINTING AN OPEN RECORDS OFFICER**

WHEREAS, the Pennsylvania Legislature enacted Act 3 of 2008 entitled "The New Open Records Law" (hereinafter "Act" or the "Right-to-Know Law"); and

WHEREAS, said Act requires, among other things, that the Township make available public records in accordance with the Act; and

WHEREAS, the Act requires, among other things, the appointment of an Open Records Officer.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Township Manager is designated as the Open Records Officer of the Township effective January 1, 2009. In his absence, the Assistant Township Manager may act as Open Records Officer.
2. The Open Records Officer shall receive requests submitted to the Township under Act 3 of 2008, direct requests to other appropriate persons within the Township or to appropriate persons at another entity, track the Township's progress in responding to requests and issue interim and final responses under the Act.
3. Employees and officials of the Township are hereby directed to forward any and all such requests for records to the Open Records Officer.
4. Fees for duplication by photocopying by the Township shall not exceed \$.25 per page except as otherwise provided by statute or as required by the Commonwealth Office of Open Records.
5. Prior to granting a request for duplication of records, the requester shall prepay an estimate of the fees if it is expected by the Open Records Officer to exceed \$100.
6. The charge for granting a request for official certification of a record shall be \$1.00 per record certified in addition to the photocopying charge.
7. Pursuant to Section 707(b)(3) of the Right-to-Know Law, all (1) building plans and architectural drawings and (2) building specifications for all buildings in the Township shall not be disclosed publicly, but may be released to the owner of record or a design professional authorized in writing by the owner of record.

8. Pursuant to Section 707(b)(3) of the Right-to-Know Law, all information and specifications regarding alarm systems of buildings and structures shall not be disclosed publicly but may be released to the owner of record.

9. All prior resolutions, ordinances, rules and policies which contradict this Resolution or the Act, are hereby superseded accordingly.

APPROVED at the public meeting of the Worcester Township Board of Supervisors held on December 1, 2008.

WORCESTER TOWNSHIP

By: _____

John R. Harris, Chairman
Board of Supervisors

Attest: *Arthur R. Bustard*
Arthur R. Bustard, Secretary