

**GREGG TOWNSHIP, CENTRE COUNTY**  
**BOARD OF SUPERVISORS**  
**Open Records Policy**  
Resolution No. R-17-02

**NOW BE IT A RESOLVED** that all records deemed public will be available for inspection and copying at the Township Office during normal business hours, which are Monday through Friday 8:30 am to 2:30 pm, with the exception of holidays.

**BE IT FURTHER RESOLVED** that requests for such public records shall be in writing and directed to the Township Secretary at the Township Office, 106 School Street, PO Box 184, Spring Mills PA 16875. Written requests shall be submitted on a form provided by the Township and shall include the date of the request, the name and address of the requester, and a clear description of the records sought.

Open Record Officer:

The Township hereby designates Jennifer Snyder, Secretary/Treasurer, as the Gregg Township Open Records Officer. The Open Records Officer may be reached at the Township Office, 422-8218, during normal business hours.

Fees:

- Paper copies will be 25¢ per page, per side.
- If mailing is requested, the cost of postage will be charged.
- If a computer disk is requested, it will be provided by the Township at the 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 50¢ per page
- If "True and Correct Certification" is requested, an additional charge of \$4.00 per signature will be added.
- The Township will require prepayment if the total fees are estimated to exceed \$100.
- The Township reserves the right to revise this fee schedule as future expenses require.

Response:

The Township will 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 to review and/or duplicate original Township documents while taking reasonable measures 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 all such requests in a manner consistent with Act 3 of 2008, the Right-to-Know Law.

Appeals Process:

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. 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 records is a public record and shall address any grounds stated by the Township for delaying or denying the request.

**ENACTED AND ORDAINED** this third day of January, 2017.

**BOARD OF SUPERVISORS**

Douglas P. Bierly  
Douglas P. Bierly

Joel C. Myers  
Joel C. Myers

Charles W. Stover  
Charles W. Stover

**ATTEST:**

*Jennifer Snyder*  
Jennifer Snyder, Secretary/Treasurer