

**GREGG TOWNSHIP, CENTRE COUNTY
BOARD OF SUPERVISORS**

Open Records Policy

Resolution No. R-25-01

NOW BE IT 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, except for holidays. However, due to staffing limitations and other matters impacting the Township's availability to respond to request, the Township reserves the right to request that inspection and copying be performed by appointment.

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 Records Officer:

The Township hereby designates Vicky Vanada, Secretary/Treasurer, as the Gregg Township Open Records Office. The Township also designates Ben Haupt, Board of Supervisors, as an alternate Right to Know Officer. The Open Records Officer may be reached at the Township Office, 814-422-8218, during normal business hours.

Fees:

- Paper copies will be 25 cents per page, per side
- If mailing is requested, the cost of postage will be charged
- If a flash drive is requested, the requester will be charged the cost of the new flash drive. A new flash drive will be necessary each time records are provided
- Faxed copies will be available at the cost of 50 cents 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
- 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.

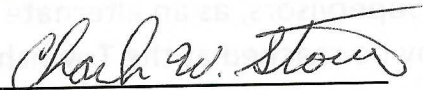
The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer shall respond to all such requests in a manner consistent with Act 3 of 2008, the Right-to-Know Law.

Appeals Process:

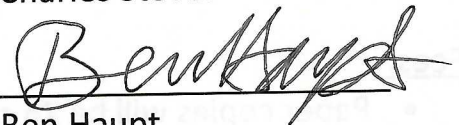
If a written request is denied or deemed denied, the requester may file an appeal in accordance with the Pennsylvania Right-to-Know Law.

ENACTED AND ORDAINED this sixth day of January, 2025.

BOARD OF SUPERVISORS



Charles Stover

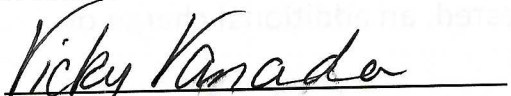


Ben Haupt



Vicky Vanada

ATTEST:



Vicky Vanada, Secretary/Treasurer