



BOROUGH OF TATAMY
NORTHAMPTON COUNTY, PENNSYLVANIA

423 BROAD STREET PO BOX 218

TATAMY, PA 18085-0218

BOROUGH.OFFICE@TATAMYPA.COM

PHONE: 610.252.7123

FAX: 610.252.2747

Right-to-Know Policy

Tatamy Police Department Open Record Officer

Tatamy Borough hereby designates Chief Keith Snyder as the Tatamy Police Department Right To Know Officer. Forms are available under the Right to Know tab on this website. For Police Department requests, make to the attention of Chief Snyder. Phone- 610-252-2260, Fax 610-252-2556, Email- Chief Keith Snyder ksnyder@tatamypa.org, or Mail to 423 Broad St. PO Box 277 Tatamy, PA 18085-0277.

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours 9:00 a.m. to 5:00 p.m. with the exception of weekends and holidays.

Requests

Requests shall be made in writing to the Borough Open Records Officer on a form provided by the Borough.

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 measure 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 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.

Contact Information for Appeals

If a written request is denied or deemed denied, the requester may file an appeal in writing to Erik Arneson, Executive Director, Office of Open Records, 333 Market Street 16th Floor, Harrisburg, PA 17101-2234.

Email- openrecords@pa.gov or Phone- (717)-346-9903

Appeals of criminal records shall be made to the District Attorney of Northampton County John Morganelli, 669 Washington Street, Easton, PA 18042, Phone 610-559-3000 or email www.northamptoncounty.org

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.



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date of Request: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

- DO YOU WANT COPIES?** Yes, electronic copies preferred if available
 Yes, printed copies preferred
 No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? Yes (*may be subject to additional costs*) No
RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.
Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$_____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

*NOTE: In most cases, a completed RTKL request form is a public record. Form updated Nov. 27, 2018
More information about the RTKL is available at <https://www.openrecords.pa.gov>*