Right-to-Know Policy

Open Record Officer
Tatamy Borough hereby designates Mark A. Saginario, Borough Manager / Secretary / Treasurer, as the Borough Open Records Officer.
The Open Records Officer may be reached at: 423 Broad Street, P.O. Box 218, Tatamy, PA 18085-0218 or by Phone 610-252-7123 or fax 610-252-2747 or email msaginario@tatamypa.com

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.

________________________________________________________________________________________

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**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](https://www.openrecords.pa.gov) 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](https://www.openrecords.pa.gov)*