



BOROUGH OF TATAMY
NORTHAMPTON COUNTY, PENNSYLVANIA

423 BROAD STREET PO BOX 218

TATAMY, PA 18085-0218

[BOROUGH.OFFICE@TATAMYPA.COM](mailto:borough.office@tatamypa.com)

PHONE: 610.252.7123

FAX: 610.252.2747

Right-to-Know Policy

Open Record Officer

Tatamy Borough hereby designates Deanne Werkheiser, Borough 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 <mailto:dwerkheiser@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.

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RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTER : _____

STREET ADDRESS : _____

CITY/STATE/COUNTY/ZIP: _____

TELEPHONE: _____

EMAIL: _____

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information.*

Please use additional sheets if necessary

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

RESPONSE GIVEN/ DOCUMENTS GIVEN/ HOW:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*