

**WINDSOR TOWNSHIP  
RESOLUTION NO. 2024R-08-02**

BE IT RESOLVED by the Board of Supervisors of Windsor Township, York County, Pennsylvania, that the following is hereby established as the Township's open records policy:

**Authority**

The Pennsylvania Right to Know Law (Act 3 of 2008) (the "Act") requires that public records kept by Windsor Township and its agencies be available for review as authorized by law, subject to the limitations described in the Act.

**Open Records Officer**

The Township hereby designates the Township Manager as the Township's Open Records Officer. The Open Records Officer may be reached at the Windsor Township Municipal Building located at 1480 Windsor Rd., Red Lion, PA, by calling 717-244-3512 or email at [info@windsortwp.com](mailto:info@windsortwp.com).

**General**

Public records will be available for inspection and copying at the Township Municipal Building during normal business hours, Monday through Friday, 8:00A.M. to 4:00 P.M. with the exception of holidays observed by the Township.

**Requests**

Requests shall be in writing and directed to the Township Manager at the Township Municipal Building, 1480 Windsor Road, Red Lion, PA 17356. Written requests shall be on the form provided by the Township as developed by the Pennsylvania Office of Open Records and available at the Township Municipal Building or on the Office of Open Records website <http://openrecords.state.pa.us>. Requests shall include the date of the request, the name and address of the requestor and a clear description of the records sought. Anonymous or verbal requests will not be considered.

The Township is not required to create a record that does not currently exist or to compile, maintain, format or organize a public record in a manner in which the Township does not currently compile, maintain, format or organize a public record.

If the Township determines that a public record contains information which is subject to access as well as information that is not subject to access, then the Township shall grant access to the information which is subject to access and deny access to the information which is not subject to access. If it is possible to do so, the Township will redact from the public record the information that is not subject to access, and will not deny access to a public record if the information which is not subject to access is able to be redacted.

**Fees**

Paper copies shall be \$.25 per page per side for black and white copies up to the first 1,000 pages and \$.20 beyond 1,000 pages and \$.50 for color copies. The Certification of a record is \$5.00

per record. Specialized documents, including but not limited to blueprints, color copies and nonstandard-sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. All fees must be paid before documents will be released. Prepayment is required if the total fees are estimated to exceed \$100.

### **Response**

The Township will make a good faith effort to provide the requested public records as promptly as possible. Township employees shall cooperate with those requesting records to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft and/or modification. Public records shall be provided to a Requestor in the medium requested if the public record exists in that medium.

As soon as possible, but no later than FIVE (5) business days after receiving a written request to access public records, the Township Manager shall respond to all such requests in a manner consistent with Act 3 of 2008, the Right To Know Law. A Public Records Request is deemed to be received when a completed Request Form is received by the Township, along with the payment of required fees for the Request.

The Township will not permit any person to review any document in a manner that does not provide for the physical security of said document.

If the request is denied, the Open Records Officer will send the requester a letter stating:

1. A description of the record requested;
2. The specific reasons for the denial, including a citation of supporting legal authority;
3. Contact information for the Open Records Officer;
4. The date of the response;
5. The procedure to appeal the denial.

### **Contact Information for Appeals**

If a written request is denied or deemed denied, the requestor the right to file an appeal in writing to Executive Director, Office of Open Records, 333 Market Street, 16<sup>th</sup> Floor, Harrisburg, PA 17101.

### **Appeals**

Appeals must be filed within 15 business days of the mailing date of the Township's response. Please note that a copy of the requester's original request and the Township's denial letter must be included when filing an appeal. The law requires an appeal to include reasons why the record is a public record and to address the reasons for denial that the Township stated in its denial letter.

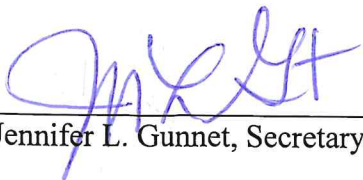
Visit the Office of Open Records website at [www.openrecords.pa.gov](http://www.openrecords.pa.gov) for additional information on filing an appeal.

This policy shall be effective immediately. This policy supersedes all prior open records policies.

RESOLVED this 19<sup>th</sup> day of Aug, 2024

ATTEST:

BOARD OF SUPERVISORS  
WINDSOR TOWNSHIP

  
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Jennifer L. Gunnet, Secretary

BY: Katherine A. Kerchner  
Katherine A. Kerchner, Chairperson

  
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Kim E. Moyer, Vice Chairman

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