

**WARRINGTON TOWNSHIP**  
**OPEN RECORDS POLICY**

Requests

Public record will be available for inspection and copying at the Township Building during normal hours, Monday through Friday, 8:30 am to 4:30 pm with the exception of holidays.

Requests shall be in writing and directed to Jen Fielding, Executive Assistant to the Township Manager/Open Records Officer at the Municipal Building, 852 Easton Road, Warrington, PA 18976. Written requests shall be 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 or the request made be via email: [jfielding@warringtontownship.org](mailto:jfielding@warringtontownship.org)

Fees

Paper copies will be .25 per page per side. If mailing is requested, the cost of postage will be charges. If a disk is requested, it will be provided by the Township at a cost of \$10.00 per disk. A new disk will be necessary each time records are provided. Fax copies will be available at the cost of .25 per page. If "True and Correct Certification" is requested, an additional charge of \$2.00 will be added. Photocopies of Plans/Drawings are \$6.00 per sheet. The Township will require prepayment if the total fees are estimated to exceed \$100.00.

Response

The Township will make a good faith effort to provide the requested public records as promptly as feasible. Township employees 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 and/or modification.

The Township shall review all written requests for access to public records. As soon as possible, but no later than five (5) business days after receiving a written request to access public records, the Township shall respond to all such requests in a matter consistent with Act 100 of the 2002, the Open Records Law.

Appeals Process

If a written request is denied or deemed denied, the requester may file an appeal with the Office of Open Records within fifteen (15) business days of the mailing date of this letter. Your appeal must state the grounds upon which the requester asserts that the record is a public record and shall address the agency's grounds for denying the request. The address is: Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4<sup>th</sup> Floor, Harrisburg, PA 17120.