

**STEWARTSTOWN BOROUGH  
YORK COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2008-014**

**RESOLUTION PROVIDING FOR ACCESS TO PUBLIC INFORMATION**

**WHEREAS**, on March 3, 2003, the Stewartstown Borough Council ["Council"] adopted Resolution 2003-003, establishing policies and procedures to ensure compliance with the act of June 21, 1957 (P. L. 390, No. 212), as amended by the act of June 29, 2002 (P. L. 663, No. 100); and,

**WHEREAS**, the Council retains certain records and must provide for access to public information pursuant to Act 3 of 2008 [The Pennsylvania Right-to-Know Law (65 P. S. §§ 67.101--67.3104)], hereafter referred to as the "Act"; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Council hereby rescinds the Open Records Policy of March 3, 2003 established by Resolution 2003-003.

**FURTHER, BE IT RESOLVED** that,

a. Requests for Public Information shall be in accordance with the Pennsylvania Right-to-Know Law (65 P. S. §§ 67.101--67.3104) for public records defined by this Law and by the Retention and Disposition Schedule for Records for Pennsylvania Municipalities, and;

b. Requests for Public Information shall be in writing and directed to the Council Open-Records Officer at 6 North Main Street, Suite A, Stewartstown, PA 17363. Written requests shall be in the form developed by the Pennsylvania Office of Open Records and available at the Office of the Council or on the Pennsylvania 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, and;

c. Public records will be accessible at the Stewartstown Borough Municipal Building, 6 North Main Street, Suite A, Stewartstown, PA during normal business hours, Monday through Friday, 9:00 A.M. to 3:00 P.M., with the exception of holidays, and;

d. The Council will not permit any person to review any document in a manner that does not provide for the physical security of said document, and;

e. The Council shall charge fees in accordance with the Right-to-Know Law, and;

(1) Prior to granting a request for access in accordance with the Right-to-Know

Law, the Council shall require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.

- (2) The Council may, but shall not be required to, compile, format, or organize the public record.
- (3) The Council may waive the fees for duplication of a public record when the Council deems it is in the public interest to do so.

**FURTHER, BE IT RESOLVED** that rates and charges are established to state:

1. Postage. Fees for postage shall be based on and may not exceed the actual cost of mailing.
2. Duplication. Fees for duplication by photocopies shall be charged at the rate of \$0.25 per page. Fees for facsimile copies, copies of specialty documents, and for other duplication, printing, or transmission shall be charged which are reasonable and based on the actual costs to the Council.
3. Certification. An additional charge of \$1.00 per public record shall be added if "True and Correct Certification" is requested.
4. Redaction Fee. No redaction fee may be imposed.


**FURTHER, BE IT RESOLVED** and it is hereby resolved, that the Council shall designate an official to act as the "Open-Records Officer", by appointment, to be established by motion of the Council, and as may be amended from time-to-time.

**FURTHER, BE IT RESOLVED** that these Resolutions shall be effective January 1, 2009.

Enacted into a Resolution this 15th day of December, 2008.

ATTEST:

STEWARTSTOWN BOROUGH

  
Secretary

BY:

  
President