

**Township of Brecknock  
Berks County, Pennsylvania**

**Open Records Policy**

**Open Records Officer**

The Open Records Officer for the Township of Brecknock may be reached at:

889 Alleghenyville Rd.  
Mohnton, PA 19540  
Phone: (717) 445-6683 or 1-800-445-8212 (610 area code only)  
Fax: (717) 445-6922  
Email: [fiscal@brecknockberks.com](mailto:fiscal@brecknockberks.com)

**General**

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours Monday through Friday from 9:00 AM to 2:00 PM, with the exception of holidays.

**Requests**

Requests shall be made in writing to the Township Open Records Officer on a form provided by the Township or the form provided by the Pennsylvania Office of Open Records. The request form may be submitted in person, by mail, or by fax. Anonymous requests will not be accepted or responded to. (See attached form.)

**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 Township shall require prepayment if the total fees are estimated to exceed \$100.

**Response**

The Township 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 Township documents while taking reasonable measure to protect township 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 (5) 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.

If access to a record is denied, the response shall include a reason for denial as stipulated in Act 3 of 2008, the Right-to-Know Law.

### **Denial of Anonymous Requests**

Requests for public records must include the requester's name and a valid address. Anonymous requests will not be processed. The Township will not respond to or acknowledge such requests.

### **Contact Information for Appeals**

If a written request is denied or deemed denied, the requester may file an appeal to the Pennsylvania Office of Open Records. The procedure and information on how to file appeals to the Pennsylvania Office of Open Records, including online appeal form, can be found at <https://www.openrecords.pa.gov/Appeals/HowToFile.cfm>.

Online appeals can be submitted at:

<https://www.openrecords.pa.gov/Appeals/AppealForm.cfm>.

Appeals may also be submitted as follows:

Via Fax 717-425-5343

Email: [openrecords@pa.gov](mailto:openrecords@pa.gov)

Postal Mail:

Executive Director

Office of Open Records

Commonwealth Keystone Building

333 Market Street

16<sup>th</sup> Floor

Harrisburg, Pennsylvania 17101-2234

In person during normal business hours at:

Office of Open Records, 333 Market Street, 16<sup>th</sup> Floor, Harrisburg, Pennsylvania

Appeals of criminal records shall be made to the District Attorney of Berks County:

John T. Adams, Esq.

Berks County Services Center

633 Court Street, 5th Floor

Reading, PA 19601

Phone: (610) 478-6000

## **Appeals Process**

The appeal shall be filed within 15 business days of the mailing date of the Township's response or within 15 business days of a deemed denial. The appeal shall include the original Right to Know request, the Township's denial and state the grounds upon which the requester asserts the record is a public record and shall address any grounds stated by the Township for delaying or denying the request.

Township of Brecknock  
889 Alleghenyville Rd.  
Mohnton, PA 19540  
Phone: (717) 445-6683 Fax: (717) 445-6922  
Email: fiscal@brecknockberks.com

**BRECKNOCK TOWNSHIP RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: \_\_\_\_\_

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

NAME OF REQUESTOR: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY/ZIP (Required): \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_

EMAIL: \_\_\_\_\_

RECORDS REQUESTED:

\*Provide as much specific detail as possible so the agency can identify the information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100?  YES  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***

**OPEN-RECORDS OFFICER:**

I have provided notice to appropriate third parties and given them an opportunity to object to this request

**DATE RECEIVED BY THE AGENCY:** \_\_\_\_\_

**AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:** \_\_\_\_\_

**TIME EXTENSION:**  Yes  No **TIME EXTENSION RESPONSE DATE:** \_\_\_\_\_

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in the 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.)*