

Open Records

RIGHT-TO-KNOW LAW REQUEST POLICY

This written policy outlines the proper procedures for requesting records from Franklin Township (Twp.) under Pennsylvania's Right-to-Know Law, Act 3 of 2008. Questions regarding this policy should be directed to the Franklin Township Office at (610) 377-1773.

1. Requests may be in writing, by fax or e-mail. The request should identify or describe the records sought with sufficient specificity to enable Twp. to ascertain which records are being requested and shall include a name and address to which Twp. should address its response.
2. All requests in writing shall be sent to Twp. by mail or delivered in person during Twp's regular business hours:

Franklin Township
Attn: Brenda Cressley
889 Fairyland Road
Lehighton, PA 18235

If by facsimile send to (610) 377-7521 or if by email send to:

ftsups@ptd.net

3. If a written request for records is granted, the following fees will be charged to the request:

Copies:

Photocopies per page \$.25

Mailing fees - Actual cost

A photocopy is either a single-sided copy or one side of a double-sided copy of a standard 8.5" x 11" page. Redaction is the eradication of a portion of a document while retaining the remainder where the public record contains information subject to access as well as information not subject to access. The Twp. may require a requester to prepay an estimate of the fees listed, if the fees required to fulfill the request are expected to exceed \$100. All costs must be paid by certified check or money order made payable to Franklin Township.

Commonwealth of Pennsylvania
Office of Open Records
400 North Street, Plaza Level
Harrisburg, PA 17120-0225
Phone 717-346-9903
Fax 717-425-5343

Terry Mutchler, Executive Director

Nathanael Byerly, Deputy Director

RIGHT-TO KNOW INFORMATION

Franklin Township's Right-to-Know Officer:

Brenda Cressley
900 Fairyland Road
Lehigh, Pa 1235

Telephone: 610-377-1773

Fax: 610-377-7521

Email: ftsups@ptd.net

State Office, Right-to-Know APPEALS

Office of Open Records
333 Market St. 16th Floor
Harrisburg, Pa 17101-2234

Telephone: 717-346-9903

Fax: 717-346-5543

Website: www.openrecords.pa.gov

Email: openrecords@pa.gov

Franklin Township Police Department, Right-to-Know Officer:

Chief Jason Doll
900 Fairyland Road
Lehigh, Pa 18235

Telephone: 610-377-1681

Fax: 610-377-9424

APPEALS FOR RIGHT-TO-KNOW, RE: POLICE DEPARTMENT REQUESTS

Carbon County District Attorney Office
P.O. Box 36
2 Broadway
Jim Thorpe, Pa 18229

Telephone: 570-325-2718

Fax: 570-325-3525



Pennsylvania
Office of Open Records

Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date Request Submitted: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Full Name: _____

Company (if applicable): _____

Please send response via: Email U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.

RECORDS REQUESTED: Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.

*Form continues on page 2. Retain a copy of **both** pages.*

RECORDS REQUESTED (continued):

DO YOU WANT COPIES? Yes, printed Yes, electronic No, in-person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the [Official RTKL Fee Schedule](#) for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than \$100 (or) \$_____.

Do you want [certified copies](#)? Yes (may be subject to additional costs) No

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester:
\$ _____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

Retain a copy of both pages of this Form.