

Amity Township Right-to-Know Law Policy

Amity Township, Berks County adopts this policy pursuant to Section 504(a) of the Right-to-Know Law, 65 P.S. §§ 67.101-67.3104. Amity Township has made this policy available to the public at the Township office and on its website at www.amitytownship.com, along with the Amity Township Right-to-Know Request Form and the Office of Open Records Standard Request Form.

Open Records Officer

The Township hereby designates Pamela Kisch as the township's Open Records Officer. The Open Records Officer may be reached at 2004 Weavertown Road, Douglassville, PA 19518, by phone at 610-953-0017, by fax at 610-689-9870 and by email at pkisch@amitytownship.com.

General

Public records shall be available for inspection, retrieval, and duplication at the Township office during normal business hours, Monday through Friday, from 8:00am until 4:30pm, with the exception of Township-designated holidays.

Requests

Requests shall be made in writing to the Township's Open Records Officer on a form provided by the Township. Requests submitted on a Pennsylvania Office of Open Records' Standard Right-to-Know Request Form will also be accepted. Anonymous or verbal requests will not be considered.

Fees

Fees for receiving paper copies of records shall be assessed, pursuant to the Township's Fee Schedule. Prepayment is required if the total fees are estimated to exceed \$100.00.

Response

The Open Records Officer shall make a good-faith effort to provide the requested public record(s) as promptly as possible and within the RTKL's five business day timeframe. If the Open Records Officer cannot do so within five business days, she is permitted to exercise a 30-day extension upon notifying the requester. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original documents while taking reasonable measures to protect original documents from the possibility of theft, damage, and/or modification. 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; and 5) the procedure to appeal the denial.

Contact Information for Appeals

If a written request is denied, the requester has the right to file an appeal in writing to Executive Director, Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101. Appeals of criminal records shall be made to John T. Adams, Berks County District Attorney, Berks County Services Center, 633 Court Street, 5th Floor, Reading, PA 19601.

Appeals Process

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 OOR's website at www.openrecords.pa.gov for additional information on filing an appeal.