

**RESOLUTION NO. 2008-025**

**RESOLUTION OF THE BOARD OF SUPERVISORS OF  
UPPER MILFORD TOWNSHIP, LEHIGH COUNTY, PENNSYLVANIA ADOPTING A  
PUBLIC RECORDS POLICY**

**WHEREAS**, Upper Milford Township (hereinafter "Township") is a Second Class Township located in Lehigh County, Pennsylvania; and

**WHEREAS**, the Township recognizes the importance of public records as the record of the Township's actions and the repository of information about it, and that the public has the right to access and procure copies of public records, with certain exceptions; and

**WHEREAS**, the Legislature has recently adopted amendments to the Pennsylvania Right-to-Know Law, 65 P.S. §67.101 et seq.; and

**WHEREAS**, the Township is desirous of enacting this policy to come into compliance with those amendments.

**NOW, THEREFORE**, be it resolved by the Board of Supervisors of Upper Milford Township, Lehigh County, Pennsylvania, as follows:

1. The Board hereby designates the Township Secretary, and in his/her absence or unavailability, the Township Manager, as the Open Records Officer, who shall be responsible to:

- a. Receive written requests for access to records submitted to the Township;
  - b. Review and respond to written requests in accordance with law, Township policy and administrative regulations;
  - c. Direct requests to other appropriate individuals in the Township or in another agency;
  - d. Track the Township's progress in responding to requests;
  - e. Issue interim and final responses to submitted requests;
  - f. Maintain a log of all record requests and their disposition; and
  - g. Ensure Township staff are trained to perform assigned job functions relative to requests for access to records.
2. Upon receiving a request for access to a record, the Open Records Officer shall:
- a. Note the date of receipt on the written request;
  - b. Compute and note on the written request the day on which the five-day period for response will expire;
  - c. Maintain an electric or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled; and
  - d. If the written request is denied, maintain the written request for thirty (30) days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.

3. The Township shall post at its administrative office and on its website, the following information:

- a. Contact information for the Open Records Officer;
- b. Contact information for the State's Office of Open Records or other applicable appeals officers;
- c. The form to be used to file a request
- d. Township policy, administrative regulations and procedures governing requests for access to the Township's public records.

4. A written request for access to a public record shall be submitted on the required form and addressed to the Open Records Officer and shall include:

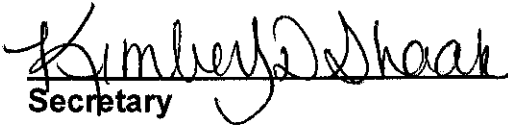
- a. Identification or description of the requested record, in sufficient detail;
- b. Medium in which the record is requested; and
- c. Name and address of the individual to receive the Township's response.

5. The Township shall approve a list of reasonable fees relative to requests for public records and maintain that list of fees and disseminate it to requesters. In addition, prior to granting access, the Township may require prepayment of estimated fees when they are expected to exceed \$100.00.

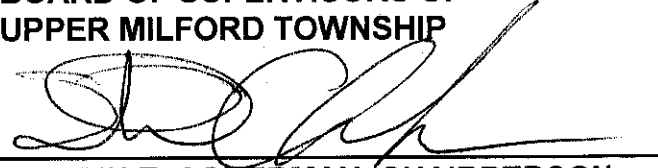
6. This resolution shall become effective January 1, 2009.

ADOPTED this 4 day of December 2008.

ATTEST:

  
Secretary

BOARD OF SUPERVISORS OF  
UPPER MILFORD TOWNSHIP

  
STEVEN E. ACKERMAN, CHAIRPERSON

  
DANIEL J. MOHR, SUPERVISOR

  
HENRY H. KRADJEL, SUPERVISOR