

Langhorne Borough Open Record Request Procedures

This written policy outlines the proper procedures for requesting records from Langhorne Borough (the Borough) under Pennsylvania's Right-to-Know Law, 65 P.S. Section 67.101-67.3104. Questions regarding this policy should be directed to Christine Schoell, the Borough Open Records Officer, at 215-757-3768, or via e-mail: manager@langhorneborough.com.

How to Submit a Right-to-Know Request to the Borough

1. All RTKL requests for open records must be in writing. Each request must identify or describe the records sought with sufficient specificity to enable the Borough to ascertain which records are being requested. Each request must also provide a name and address to which the Borough response will be directed.
2. All requests must be addressed to the Agency Open Records Officer, as follows: Langhorne Borough, Attn. Christine Schoell, Borough Open Records Officer, 114 East Maple Ave., Langhorne, PA 19047. Requests may be sent to the Borough Office via mail, fax, or in person during regular business hours (except holidays and official office closings).
3. Criminal History Record Information and investigative reports are not accessible under RTKL. The Borough does not possess or retain investigative or administrative information for other state or local government agencies.
4. To the extent that a request seeks or may be construed to seek Borough Code Enforcement records involving investigations or Langhorne Borough Police records involving covert law enforcement investigations, including intelligence gathering and analysis, the Borough and Police Department can neither confirm nor deny the existence of such records without risk of compromising investigations and imperiling individuals. UNDER NO CIRCUMSTANCES should any response to this request be interpreted as indicating otherwise. In all events, should such records exist, they are entirely exempt from public disclosure under the Right-to-Know Law, 65 P.S. Section 67.1304, and the Criminal History Record Information Act, 18 PA C.S. Section 9101-9183.
5. Fees and Expenses: If a written request for records is granted, the following fees will be charged to the requestor:
 - \$0.25 per page for duplication;
 - \$2.00 per record certification;
 - Actual costs for postage, facsimile or other media, and for duplication of specialized records (except that postage fees will be waived for postage that is under \$1.00);
 - Fees will be waived for duplication that is under \$5.00;
 - As expressly provided by 65 P.S. Section 67.1307 (g), the Borough is authorized to charge requestors reasonable fees for necessarily incurred costs. The Borough will determine and charge such fees on a case-by-case basis.
6. Requestors must pay all applicable RTKL fees before access to requested records is provided. Should the Borough determine that applicable fees are projected to exceed \$50.00, the requestor will be required to prepay the fees before the request is processed. All fees must be paid by certified check, bank check, or money order made payable to "Langhorne Borough" and must include "open record request charges" in the memo portion of the check.
7. All appeals shall be addressed as follows: Pennsylvania Office of Open Records, 333 Market St. 16th Floor, Harrisburg, PA, 17101-2234. Phone: (717)-346-9903. E-mail: openrecords@state.pa.us. Website: <http://openrecords.state.pa.us>.
Please complete the following form in order to submit your RTK request:



pennsylvania

OFFICE OF OPEN RECORDS

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

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

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

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

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

- DO YOU WANT COPIES?** Yes, printed copies (default if none are checked)
 Yes, electronic copies preferred if available
 No, in-person inspection of records preferred (may request copies later)

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

RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

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.

*NOTE: In most cases, a completed RTKL request form is a public record.
More information about the RTKL is available at <https://www.openrecords.pa.gov>*

Form updated Feb. 3, 2020