TREDYFFRIN TOWNSHIP
OPEN RECORDS POLICY

Adopted July 15, 2024

The following policy is hereby established by Tredyffrin Township (the "Township") in regard to requests for public records in possession of the Township ("Township records"), in accordance with the Right-to-Know Law, 65 P.S. §§67.101 *et seq.*:

1. Any member of the public has the right to examine and inspect any public record of a public agency under authority of the Pennsylvania Right-to-Know Law ("RTKL").

2. If a member of the public decides to request information via the RTKL, the requesting party must follow the procedures established under that law. The RTKL provides for the denial of access to some public records, redaction of certain information, and responses to request for access. The RTKL also provides processes for appealing any denial of access by the Township.

3. A "record," as defined by the RTKL, is: information, regardless of physical form or characteristics, that documents a transaction or activity of an agency and that is created, received, or retained pursuant to law or in connection with a transaction, business, or activity of the agency. The term "record" includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically, and a data-processed or image-processed document. A "public record" is any record that is not exempt from disclosure under section 708 of the RTKL; is not exempt from being disclosed under any other Federal or State law or regulation or judicial order or decree; or is not protected by a privilege.

4. Requests for review of any Township records should be made in writing on the Tredyffrin Township Right-to-Know Request Form [PDF] ("request form"), and should be directed to the Township Open Records Officer, 1100 DuPortail Road, Berwyn, PA, 19312 or via email at RTK@tredyffrin.gov. The completed request form shall include the date of the request, the name and address of the requester, a clear and specific description as to which documents or records are to be reviewed, and other information and certifications required on the request form. The request form is available at the Township building and on the Township's website.

5. The Township will not accept any anonymous requests for records. Requests that do not include the full name and contact information of the requester will not be considered by the Township Open Records Officer.

6. The Township Open Records Officer shall review all written requests submitted on the request form for access to Township records. As soon as possible, but no later than five (5) business days after receiving a completed request form, the Township Open Records Officer shall respond to all such requests in a manner consistent with the RTKL. The RTKL also allows an extension of up to thirty (30) days under certain circumstances. The Open Records Officer shall notify the requesting party if such an extension is

required. ***After completing a request, if you have not received a response within the 5 business days, please check your spam/junk folders. Please add RTK@tredyffrin.gov to your safe senders list.****

Review and Duplication of Township Records

1. Township records may be reviewed between the hours of 9:00 a.m. and 3:00 p.m. on regular Township business days, by appointment only. Appointments must be made with the Township Open Records Officer, or other designated Township staff, as directed by the Township Open Records Officer.

2. When responding to a request for review, the Township is not required to create a record which does not currently exist or to compile information into a new or different format. Records shall be produced and/or copied in the format in which they are requested if they are maintained in that format, otherwise records will be produced in the format in which they exist, all in accordance with the RTKL.

3. In the case of any Township records to be reviewed, the Township reserves the right to oversee all reviews. In no case shall records and files be reviewed without Township staff present. The Township reserves the right to limit inspection periods to 30 minutes per sitting and the number of times per month that reviews can take place.

4. A request may be made for copies of any Township records. Copies will be made as soon as practical by the Township, given other duties of the Township staff. Appropriate charges will be made for all copied material, in accordance with the copying and expense fees as established by the RTKL. Payment of all copying and expense fees is required before any documents will be produced.

5. At no time shall any original Township records be removed from the Township building.

6. No copying of original Township records may be done by the requesting party or any third party, unless requested by the Township Open Records Officer or other designated Township staff.

7. The Township does not have the capability to copy full-size plan sets. Additionally, the Township will not reproduce copyrighted material, including plan sets.

Appeals & Denials

If a request to review and/or receive copies of Township records is denied, the requester may file an appeal to the Pennsylvania Office of Open Records, in accordance with the Pennsylvania RTKL, within fifteen (15) days of the notice of denial.

Any questions or comments regarding Township policy regarding records should be directed to the Township Open Records Officer or the Pennsylvania Office of Open Records. The contact information for which shall be listed on the Township website and posted in an area of the Township building which is accessible to the public.