

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. §§ 67.101-67.3104. Questions regarding this policy should be directed to Sandi Kaiser, the Borough Open Records Officer at 215-757-3768.

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. Sandi Kaiser, Borough Open Records Officer, 114 East Maple Ave., Langhorne, PA 19047. Requests may be sent to the Borough Office via mail, fax, or in persona during regular business hours of 12:00 p.m. to 7:00 p.m., Tuesday and Wednesday (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, therefore, 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. §§ 67.1304, and the Criminal History Record Information Act, 18 PA C.S. §§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. §67.1307 (g), the Borough is authorized to charge requesters 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 requester 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 the "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. Commonwealth Keystone Building. 400 North Street, Plaza Level. Harrisburg, PA 17120-0225. Phone: (717) 346-9903. Email: openrecords@state.pa.us Web site: <http://openrecords.state.pa.us>

Please complete the following form in order to submit your RTK request:

LANGHORNE BOROUGH RIGHT-TO-KNOW REQUEST FORM

Date Requested: _____

Request Submitted By: E-Mail____ Mail____ Fax____ In-person____

Name of Requestor:_____

Street Address:_____

City/State/County/Zip (Required) _____

Telephone (Optional): _____

Email Address (Optional): _____

Records Requested: * Provide as much specific detail as possible so the Borough can identify the information.

Please use additional sheets if necessary

DO YOU WANT COPIES? Yes____ No____

DO YOU WANT TO INSPECT THE RECORDS? Yes____ No____

DO YOU WANT CERTIFIED COPIES OF RECORDS? Yes____ No____

****PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES****
****IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL****

FOR BOROUGH USE ONLY

RIGHT TO KNOW OFFICER: _____

DATE RECEIVED BY THE AGENCY: _____

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: _____

ACTION TAKEN: Granted____ Partial Grant____ Denied____ Legal Review _____