

YOUNG TOWNSHIP  
JEFFERSON COUNTY  
OFFICE OF OPEN RECORDS

**RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY:    E-MAIL    U.S.MAIL    FAX    IN-PERSON

NAME OF REQUESTOR: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

RECORDS REQUESTED: Provide as much specific detail as possible so the agency  
can identify the information

DO YOU WANT COPIES?: YES    NO

DO YOU WANT TO INSPECT THE RECORDS?: YES    NO

DO YOU WANT CERTIFIED COPIES OF RECORDS?: YES    NO

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RIGHT TO KNOW OFFICER: .

DATE RECEIVED BY TOWNSHIP: \_\_\_\_\_

TOWNSHIP FIVE (5) DAY RESPONSE DUE: \_\_\_\_\_

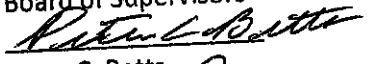
**Young Township, Jefferson County**  
**RESOLUTION # 2016-19**


Young Township –Jefferson County Resends the Fee Structure on Resolution #2016-16 .50 of per sheet.

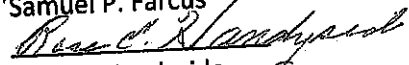
A RESOLUTION of the Township of Young, County of Jefferson, Commonwealth of Pennsylvania, has attached the OOR Office of Open Records RTKL fee structure Section 1307 of the Right-To-Know Law (RTKL) requires the office of Open Records(OOR)to establish a fee structure for Commonwealth agencies and local agencies. The RTKL requires the OOR to review the fee structure biannually. The OOR adopted this RTKL Fee Structure on September 15, 2016.

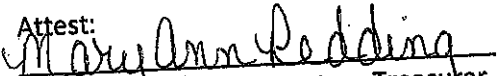
RESOLVED AND ENCATED THIS 9<sup>TH</sup>. day of November by the Young Township, Jefferson County Board of Supervisors.

Young Township  
Jefferson County  
Board of Supervisors

  
Peter C. Betts

  
Samuel P. Farcus

  
Rose E. Handyside

Attest:  
  
Mary Ann Redding, Secretary-Treasurer

11-9-16  
Date

Township Seal



## RTKL FEE STRUCTURE

Section 1307 of the Right-To-Know Law (RTKL) requires the Office of Open Records (OOR) to establish a fee structure for Commonwealth agencies and local agencies. The RTKL requires the OOR to review the fee structure biannually.

*The OOR adopted this Official RTKL Fee Structure on Sept. 15, 2016.*

<b>Record Type / Delivery Method</b>	<b>Fee</b>
Black & White Copies	Up to \$0.25 per copy. (1)
Color Copies	Up to \$0.35 per copy. (2)
Specialized Documents (3)	Up to actual cost.
Records Delivered via Email	No additional fee may be imposed. (4)
CD / DVD	Up to actual cost, not to exceed \$3.00 per disc.
Flash Drive	Up to actual cost.
Facsimile	Up to actual cost. (5)
Other Media	Up to actual cost.
Redaction	No additional fee may be imposed. (6)
Conversion to Paper	Up to \$0.25 per page. (7)
Photographing a Record	No additional fee may be imposed. (8)
Postage	Up to actual cost of USPS first-class postage.
Certification	Up to \$5.00 per record. (9)

### Footnotes:

1. A "copy" is either a single-sided copy on 8.5"x11" paper, or one side of a double-sided copy on 8.5"x11" paper.

YOUNG TOWNSHIP, JEFFERSON COUNTY  
RESOLUTION # 2016-16

RIGHT-TO - KNOW POLICY

Young Township – Jefferson County Resends all right to know polices.

A RESOLUTION of the Township of Young, County of Jefferson, Commonwealth of Pennsylvania, hereby designates Rose Handyside as the Open Record Officer.

To be in effect until the designated person leaves there position.

**General**

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building, 1517 Walston Road, Walston, Pennsylvania, during established business hours.

**Request**

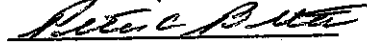
Request shall be made in writing to the Township Office on a form provided by the Township. (See attached form)

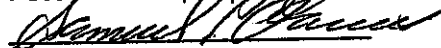
**Fees**


There will be a fee to cover paper cost at .50 cents a sheet.

RESOLVED AND ENACTED this 10<sup>th</sup> day of August 2016 by the Young Township, Jefferson County Board of Supervisors.


Young Township  
Jefferson County  
Board of Supervisors

  
Peter C. Betts, Supervisor

  
Samuel P. Farcus, Supervisor

  
Rose E. Handyside, Supervisor

Attest:

  
Mary Ann Redding, Secretary-Treasurer

8-10-16  
Date

Township Seal

## HOW TO FILE AN APPEAL?

If an Agency denies a record, or a portion of a record, the requester has a right to file an appeal with the Office of Open Records.

The appeal must be submitted to the Office of Open Records within 15 business days of the mailing date of the Agency's response. Appeals should be sent to the Office of Open Records, Commonwealth Keystone Building, 400 North St., 4th Floor, Harrisburg, PA 17120-0225. They may also be submitted via facsimile to 717-425-5343 or via email to [openrecords@pa.gov](mailto:openrecords@pa.gov) as a Microsoft Word or PDF attachment.

All appeals must be in writing and shall include the following information that may be submitted using the Appeals Forms found on <http://openrecords.state.pa.us>:

- A copy of the original Right-to-Know Request
- A copy of the denial letter submitted by the Agency
  - If the agency does not respond in writing within five business days, the request is "deemed denied" (automatically denied) and can be appealed.
- State the grounds you believe the record is a public record – you must state why you believe the requested record is a public record – a general statement that the record is public under the Right-to-Know Law is insufficient.
- Address all grounds that the Agency raised in its denial – you must state why you believe each of the agency's denial, arguments, and exemptions are incorrect – a general statement that the agency is incorrect is insufficient.

The Office of Open Records is required to dismiss any appeal that does not include this information.

When the Office of Open Records receives the appeal, it has 30 days from the date of receipt of the appeal to issue a Final Determination.

The Office of Open Records may conduct a hearing (which is a non-appealable decision) or an *in camera* review. It may decide the case on the basis of the information filed with the Office. It may seek additional information from the involved parties. In most cases, the Office of Open Records will issue a Final Determination based on information and evidence provided to our Office without conducting a hearing.

When the Office of Open Records issues a Final Determination it is binding on the Agency and requester. If the Agency or the requester wants to appeal the ruling of the Office of Open Records, the appeal must be filed with the appropriate court within 30 calendar days of the mailing of the Final Determination by the Office.

If the parties appeal a Final Determination to Commonwealth Court or a Court of Common Pleas, the Right-to-Know Law requires that the Office of Open Records be served notice of the appeal.