

# SHIPPENSBURG TOWNSHIP

## CUMBERLAND COUNTY

Supervisors: Stephen Oldt, Marc Rideout, John Knutelsky

Secretary Treasurer: Gwendolyn Stouffer

Solicitor: Zach Rice, Salzmann Hughes P.C.

### RIGHT-TO-KNOW POLICY

#### Open Records Officer

Shippensburg Township (the "Township") hereby designates Wendy Stouffer, Township Secretary, as the Open Records Officer for the Township.

The Open Records Officer may be reached, during regular office hours, at:

Address: Shippensburg Township Office

81 Walnut Bottom Road

P.O. Box 219

Shippensburg, PA 17257

Telephone: (717) 532-7137

Fax: (717) 532-5107

E-mail: [wendy.stouffer@shippensburgtownship.com](mailto:wendy.stouffer@shippensburgtownship.com)

Website: <https://shippensburgtownship.com/contact-us/right-to-know-law/>

Office Hours: Monday through Friday (except holidays)

9:00 AM to 1:00 PM

#### General

All public records, as defined by the Right-to-Know Law, 65 P.S. §§ 67.101–67.3104, shall be available for inspection, retrieval, and duplication at the Township Office during the established hours of 9:00 AM to 1:00 PM with the exception of weekends and holidays.

#### Requests

Requests shall be made in writing to the Township Open Records Officer on the Right-to-Know Request Form provided by the Commonwealth Office of Open Records or on a request form provided by the Township. The form is available at the Township Office and on the Township Website. The Township does not accept verbal requests or requests made via telephone. The Township does not accept anonymous requests. Requests must include the requester's legal name, mailing address, email address (if applicable), and phone number, as required on the Right-to-Know Request Form.

#### Fees

Fees shall be charged in accordance with the maximum fees permissible as provided by the Office of Open Records Official RTKL Fee Schedule, available at:

<https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm>. The Township shall require prepayment if the total fees are estimated to exceed \$100. If prepayment is required, the Township Open Records Officer shall notify the requester prior to the requester incurring the cost.



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P.O. Box 219

Shippensburg, PA 17257

PHONE 717-532-7137

FAX 717-532-5107

WEBSITE [www.shippensburgtownship.com](http://www.shippensburgtownship.com)

**Pendency**

During the pendency of any request for records or appeal of a denial of such a request, the Township Open Records Officer agrees that the Township will make a reasonable attempt to preserve and protect those records that could be responsive to the request from potential deletion or destruction, as may be normally allowed by local or State records retention rules, until such time as the Township Open Records Officer or appropriate appellate authority makes a final determination on any Right-to-Know request.

**Understanding the Law**

Additional information on how to file a Right-to-Know request can be found on the Office of Open Records website, available at: <https://www.openrecords.pa.gov/RTKL/HowToFile.cfm>.

**Response**

The Township shall make a good-faith effort to provide an appropriate response as promptly as possible, in accordance with the Right-to-Know Law. The Township Open Records Officer shall cooperate with those requesting records to review and/or duplicate original Township records while taking reasonable measures to protect Township records from the possibility of theft, damage, and/or modification.

The Township Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Township Open Records Officer shall respond to such requests in writing consistent with the Right-to-Know Law. Such a response may include a notice of extension of time or a request for an extension of the deadline to respond, as applicable, consistent with the Right-to-Know Law.

If access to a record is denied, the response shall include a reason for denial as stipulated in the Right-to-Know Law.

**Contact Information for Appeals**

If a written request is denied or deemed denied, the requester may file an appeal via e-mail to: [openrecords@pa.gov](mailto:openrecords@pa.gov); via the Office of Open Records online appeal form, available at: <https://www.openrecords.pa.gov/Appeals/HowToFile.cfm>; or in writing to: Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234. If the request concerns criminal investigative records, the requester may appeal a denial in writing to the Cumberland County District Attorney's Office, 1 Courthouse Square, Suite 202, Carlisle, PA 17013.