

**CALN TOWNSHIP  
RESOLUTION 2024-**

**WHEREAS**, the Caln Township Board of Commissioners desires to establish rules and procedures for processing and approval of public Right to Know requests; and

**WHEREAS**, the Board of Commissioners desire the public have access to public documents and correspondence, as governed by the Commonwealth of Pennsylvania, Office of Open Records; and

**WHEREAS**, the Board of Commissioners deem the following rules and procedures to further the goals of the Township.

**NOW, THEREFORE, BE IT RESOLVED** that the processing of public Right to Know requests will be conducted in the following manner;

**Section 1. Open Records Officer:**

Caln Township hereby designates Abbey Swan as the township's Open Records Officer. The Open Records Officer may be reached at 253 Municipal Drive, Thorndale, PA 19372. The township hereby designates Denise Miller as the township's alternate Open Records Officer. The alternate Open Records Officer may be reached at 253 Municipal Drive, Thorndale, PA 19372.

**Section 2. General Requests:**

Public records shall be available for inspection, retrieval, and duplication at the township office during normal business hours, Monday through Friday from 8:00am to 4:30pm, with the exception of township designated holidays. Requests shall be made in writing to the township's Open Records Officer on the official Right to Know form provided by the township. Requests submitted on the Pennsylvania Office of Open Records' Standard Right to Know form will also be accepted. Anonymous or verbal requests will not be considered.

**Section 3. Fees:**

Paper copies shall be \$.25 per page per side for black and white copies up to the first 1,000 pages and \$.20 beyond 1,000 pages and \$.50 for color copies. The certification of a record is \$5 per record. Specialized documents, including but not limited to blueprints, color copies, and nonstandard-sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. All fees must be paid before documents will be released. Prepayment is required if the total fees are estimated to exceed \$100.

**Section 3. Response:**

The Open Records Officer shall make a good-faith effort to provide the requested public record(s) as promptly as possible and within the RTKL's five business day timeframe. If the Open Records Officer cannot do so within five business days, he/she is permitted to exercise a 30-day extension upon notifying the requester. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original documents while taking reasonable measures to protect original documents from the possibility of theft, damage, and/or modification. If the request is denied, the Open Records Officer will send the requester a letter stating 1) a description of the record requested; 2) the specific reasons for the denial, including a citation of supporting legal authority; 3) contact information for the Open Records Officer; 4) the date of the response; and 5) the procedure to appeal the denial.

**Section 4. Appeals:**

If a written request is denied, the requester has the right to file an appeal in writing to Executive Director, Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101. Appeals of criminal records shall be made to the District Attorney of Chester County.

**Section 5. Appeals Process:**

Appeals must be filed within 15 business days of the mailing date of the township’s response. Please note that a copy of the requester’s original request and the township’s denial letter must be included when filing an appeal. The law requires an appeal to include reasons why the record is a public record and to address the reasons for denial that the township stated in its denial letter. Visit the OOR’s website at [www.openrecords.pa.gov](http://www.openrecords.pa.gov) for additional information on filing an appeal.

**ATTEST:**

**CALN TOWNSHIP  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Don Vymazal,  
Township Secretary

BY: \_\_\_\_\_  
Paul Mullin, President

\_\_\_\_\_  
Joshua B. Young, Vice President

\_\_\_\_\_  
Jane Kennedy, Commissioner

\_\_\_\_\_  
Lorraine Tindaro, Commissioner

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Mark Evans, Commissioner