

Southampton Township Cumberland County
RIGHT-TO-KNOW/OPEN RECORDS POLICY

Open Record Officer

Southampton Township hereby designates Chrissy Zukauckas, as the township Open Records Officer.

General

Southampton Township – Cumberland County office hours are, Monday through Friday 8:00 a.m. to 4:00 p.m.

Requests

Requests will only be accepted in writing on the Pennsylvania Office of Open Records form located at <https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf> and should include the date of the request, the name and address of the requester, and a clear description of the record(s) requested.

Fees

Fees apply according to the Pennsylvania Office of Records fee schedule.

Response

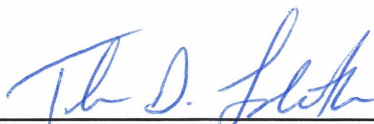
The Township will make a good-faith effort to provide the requested public records as promptly as feasible. Township employees shall cooperate with those requesting to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft and/or modification.

The 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 Open Records Officer shall respond to all such requests in a manner consistent with the Right To Know Law.


Appeals Process

If a written request is denied or deemed denied, the requester may file an appeal in writing to the Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2344. The appeal shall be filed within 15 business days of the mailing date of the township's response or 15 days of the date deemed denied. The appeal shall state the ground on which the requester asserts that the record is a public record and shall address any grounds stated by the Township for denying the request.

Established this 22nd day of July 2024 by the Board of Supervisors of Southampton Township Cumberland County.



Talon Landreth, Chairman of the Board



Steven O'Donnell, Vice Chairman of the Board



Scott J. Mack, Supervisor