

TOWNSHIP OF WEST DONEGAL

Lancaster County, Pennsylvania

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RESOLUTION NO. 16-03

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A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DONEGAL, LANCASTER COUNTY, PENNSYLVANIA, ADOPTING A POLICY FOR INSPECTION AND DUPLICATION OF PUBLIC RECORDS IN ACCORDANCE WITH THE PENNSYLVANIA RIGHT TO KNOW LAW, AS AMENDED BY ACT 100 OF 2002.

WHEREAS, the Township is an agency as that term is defined in the Pennsylvania Right to Know Law, Act of June 21, 1957, P.L. 390, No. 212, as amended by the Act of June 17, 1971, P.L. 160, No. 9, and as amended by Act 100 of 2002; and

WHEREAS, Section 8 of the Right to Know Law mandates that the Township adopt a policy to implement the Right to Know Law and to establish procedures for inspection and duplication of public records; and

WHEREAS, the Right to Know Law authorizes the Township to impose reasonable fees based on prevailing fees for comparable duplication services provided by local business entities; and

WHEREAS, the Township has obtained information concerning duplication fees charged by business entities serving the area; and

WHEREAS, the Board of Supervisors desires to adopt a written policy for processing of requests for inspection and duplication of public records under the Right to Know Law and to establish fees.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by the Board of Supervisors of the Township of West Donegal, Lancaster County, Pennsylvania, as follows:

Section 1. The Board of Supervisors hereby adopts the policy for requests for inspection and duplication of public records attached hereto as Exhibit "A" and incorporated herein.

Section 2. The Township hereby establishes the following fees in connection with requests for inspection and duplication of public records:

Photocopying Per Page	\$ 0.10
Color Copies Per Page	\$ 0.30
Formatted Computer Disks	\$10.00
Certification of any document as a true and correct copy of a Township record	\$ 5.00
Certification that the Township has examined its records and an identified record does not exist	\$ 5.00
Postage or express mail charges to respond to request for public record by forwarding records to requester	Actual cost incurred by Township
Reproduction of record by third party when Township does not have necessary equipment	Actual cost incurred by Township
Search of records by Township employee if written request does not precisely identify the public record	\$10.00 per ½ hour

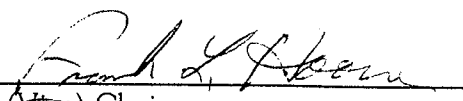
Section 3. In the event any provision, section, sentence, clause, or part of this Resolution shall be held to be invalid, illegal, or unconstitutional by a court of competent jurisdiction, such invalidity, illegality, or unconstitutionality shall not affect or impair the remaining provisions, sections, sentences, clauses, or parts of this Resolution, it being the intent of the Board of Supervisors that the remainder of the Resolution shall be and shall remain in full force and effect.

Section 4. This Resolution shall take effect and be in force immediately.

DULY ADOPTED this 1 day of December, 2003, by the Board of Supervisors of the Township of West Donegal, Lancaster County, Pennsylvania, in lawful session duly assembled.

TOWNSHIP OF WEST DONEGAL  
Lancaster County, Pennsylvania

Attest:   
(Assistant) Secretary

By:   
(Vice) Chairman  
Board of Supervisors

[TOWNSHIP SEAL]