

**MILLER TOWNSHIP BOARD OF SUPERVISORS  
554 OLD LIMEKILN LANE  
NEWPORT PA 17074  
TELEPHONE 717-567-9730**

**RIGHT-TO-KNOW POLICY**

*Open Records Officer*

The township hereby designates Eloise Miller as the Township's Open Records Officer. The Open Records Officer may be reached at:

- 554 Old Limekiln Lane, Newport PA 17074
- (717) 567-9730
- [millertw@ptd.net](mailto:millertw@ptd.net)

The township hereby designates Bethany Burger as the Township's alternate Open Records Officer. The alternate Open Records Officer may be reached at:

- 554 Old Limekiln Lane, Newport PA 17074
- (717) 567-9730
- [millertw@ptd.net](mailto:millertw@ptd.net)

*General*

Public records shall be available for inspection, retrieval, and duplication at the township office during normal business hours (township office hours vary, call for specific hours), apart from township-designated holidays.

*Requests*

Requests shall be made in writing to the township's Open Records Officer on a form provided by the township. Requests submitted on the Pennsylvania Office of Open Records' Standard Right-to-Know Request (RTK) Form will also be accepted. Anonymous or verbal requests will not be considered. Requests will be rejected if the RTK request form is not completed in its entirety.

*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. [may include additional fees as appropriate or refer to/incorporate the OOR's Fee Schedule]

## *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.

## *Contact Information for 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 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.