



TOWNSHIP OF
HAVERFORD

DELAWARE COUNTY
1014 DARBY ROAD
HAVERTOWN, PA 19083-2551
(610) 446-1000

Manager 610-446-1000 ext. 2208
Human Resources 610-446-1000
ext. 2233

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8TH WARD GERARD T. HART, MD
9TH WARD WILLIAM F. WECHSLER

OPEN RECORDS POLICY

Requests

Requests for access to public records will be accepted at the Township Municipal Building during normal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m., with the exception of holidays. Requests shall be in writing and directed to the Township Manager (Open Records Officer) at the Township Municipal Building, 1014 Darby Road, Havertown, PA 19083. Written requests shall be on a form provided by the Township or the PA Office of Open Records and shall include the date of the request, the name and address of the requester, a clear description of the records sought and if duplication is necessary, appropriate payment. Requests can also be faxed (484-454-4190) or emailed (gcugini@havtwp.org) to the Open Records Officer.

Fees

Paper copies will be \$.25 per side. If mailing is requested, the cost of postage will be charged. The Township will require prepayment if the total fees are estimated to exceed \$100.

Responses

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 and shall make a determination within five business days of the request, to grant or deny the request in accordance with Act 3 of 2008, the Pennsylvania Open Records Act. The Open Records Officer may determine additional time is required if any of the following circumstances exist: (A) The request for access requires redaction of a public record; (B) The request for access requires retrieval of a record stored in a remote location; (C) A timely response to the request for access cannot be accomplished due to bona fide and specified staff limitations; (D) A legal review of the request is necessary to determine whether the record is a public record subject to access under the Act; (E) The person or entity requesting access to the public record has not complied with the Township's policies regarding access to public records; or (F) The person requesting access to the record refuses to pay applicable fees.

Appeals Process

If a written request is denied or deemed denied, the requester shall be notified in writing of the Open Records Officer's decision within the application five business day or 30 business day period. Denials must be in writing, accompanied by a description of the record, the reason for denial including citation to the legal authority and contact information for the Township's Open Records Officer, date of response, and procedures for appeal. The denial must be signed by the Open Records Officer. Appeals from a denial may be made within 15 days to the Pennsylvania Office of Open Records, Commonwealth Keystone Building, 400 North Street, Harrisburg, PA 17120-0225 (Telephone: 717-346-9903).

Should you have further questions please visit: <https://www.openrecords.pa.gov>



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date of Request: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

DO YOU WANT COPIES? Yes, printed copies (*default if none are checked*)

Yes, electronic copies preferred if available

No, in-person inspection of records preferred (*may request copies later*)

Do you want [certified copies](#)? Yes (*may be subject to additional costs*) No

RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$_____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

*NOTE: In most cases, a completed RTKL request form is a public record.
More information about the RTKL is available at <https://www.openrecords.pa.gov>*

Form updated Feb. 3, 2020