

## **MARKLESBURG BOROUGH, HUNTINGDON COUNTY RIGHT-TO-KNOW REQUEST FORM**

### **Open Record Officer**

The township hereby designates, Christine Yarnell, Secretary, as the township Open Records Officer. The Open Records Officer may be reached at 3322 Old Mountain Road, Suite B, James Creek, PA. The Open Records Officer's phone number is 814-658-2538.

### **General**

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during the established business hours with the exception of weekends and holidays.

### **Requests**

**Requests shall be made in writing to the township Open Records Officer on a form provided by the township. For a copy of the form open the hyperlink.**

<https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf>

### **Submit the Requests**

**Submit the completed form to the borough's designated Open Records Officer. This can be done via email or mail, or in person. (contact info is at the bottom of this document).**

### **Fees**

Paper copies shall be \$0.25 per page per side. The certification of a record is \$1 per record. Specialized documents including, but not limited to blue prints, color copies, and non-standard sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. The township shall require prepayment if the total fees are estimated to exceed \$100.

### **Response**

Marklesburg Borough shall make a good-faith effort to provide the requested public record(s) as promptly as possible. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original township documents while taking reasonable measure to protect township documents from the possibility of theft, damage, 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 such requests in writing consistent with Act 3 of 2008, the Right-to-Know Law.

If access to a record is denied, the response shall include a reason for denial as stipulated in Act 3 of 2008, the Right-to-Know Law.

### **Contact Information for Appeals**

If a written request is denied or deemed denied, the requester may file an appeal in writing to Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, Pa, 17120-0225.

### **Appeals Process**

The appeal shall be filed within 15 business days of the mailing date of the township's response or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts the record is a public record and shall address any grounds stated by the township for delaying or denying the request.

**MARKLESBURG BOROUGH, HUNTINGDON COUNTY  
RIGHT-TO-KNOW POLICY  
CONTACT INFORMATION**

**Open Records Officer:**

**Christine Yarnell**  
**3322 Old Mountain Road, Suite B**  
**James Creek, PA 16657**  
**Phone: [\(814\) 658-2538](tel:8146582538)**  
**E-mail: [marklesburgboro@centurylink.net](mailto:marklesburgboro@centurylink.net)**

**State Office of Open Records:**

Office of Open Records  
Commonwealth Keystone Building  
400 North Street  
Plaza Level  
Harrisburg, Pa 17120-0225

**Phone: [\(717\) 346-9903](tel:7173469903)**  
**Website: [openrecords.state.pa.us](http://openrecords.state.pa.us)**  
**E-mail: [openrecords@state.pa.us](mailto:openrecords@state.pa.us)**