

EAST ALLEN TOWNSHIP

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EAST ALLEN TOWNSHIP POLICY #6

Policy Regarding Township Form for Public's Request of Open Records Also Referred to as Act 3 of 2008 – Right-to-Know Law

Attached to this policy is the 2009 official East Allen Township Municipal Request Form to be submitted with any request by the public for Open Records/Public Information.

Said form is to be filled out and must include all information requested on the form or the form will be considered incomplete, will be returned and not accepted for processing until complete. When complete, the Form can be acted by an employee of East Allen Township's municipal office and will be given to the Open Records Officer.

After review by the Open Records Officer, the information shall be gathered and presented to the requestor by whatever method they have requested on the official form. There will be a charge for copies and there may be additional cost for certified copies, other forms of media as well as actual cost for postage, if mailed.

Information will not be released until payment is made. Due to additional changes to the Act in 2008, East Allen Township will be reviewing an updated policy for release, retention, etc. presented by the Township Manager/Open Records Officer after initial review with the Township solicitor. The Board will have input at a workshop meeting(s) and the policy revised accordingly before it is present for final adoption by the Board of Supervisors as the Final Open Records Policy for East Allen Township.

This policy is adopted this 13th day of January, 2010 and shall be effective immediately.

ATTEST:


Township Manager

EAST ALLEN TOWNSHIP


Chairperson
Board of Supervisors