

DALLAS TOWNSHIP'S - 'RIGHT TO KNOW POLICY'

In order to better comply with the Pennsylvania "Right to Know Law", the Board of Supervisors of Dallas Township makes the following appointments as the "Open-Records Officers":

For inquiries regarding "Records Held by the Municipality of Dallas Township" - Nancy Balutis

Nancy may be reached at: 601 Tunkhannock Highway, P.O. Box 518, Dallas, PA 18612
Telephone: (570)674-2007, (570)674-2008, or (570)674-2012
Fax: (570)674-3827
Email: dallastwpoffice@epix.net

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours (8:30A.M. to 4:30P.M.) with the exception of weekends and holidays.

For inquiries regarding "Records Held by the Dallas Township Police Department" - Robert Jolley, Chief of Police

Police Chief Jolley may be reached at: 601 Tunkhannock Highway, P.O. Box 518, Dallas, PA 18612
Telephone: (570)674-2001
Fax: (570)675-7877
Email: rjolley@dallastwppd.org

Under the "Right-to-Know Law", investigative reports are exempt from the definition of a "public record". Therefore, any information requested regarding investigative reports will be denied.

Criminal History information is not accessible under the "Right-to-Know Law", but may be obtained through the submission of a Request for Criminal History, Form SP 4-164, which is Available on the Pennsylvania State Police website, www.psp.state.pa.us. The DALLAS TOWNSHIP POLICE DEPARTMENT does not possess or retain investigate or administrative information for other state or local agencies. Therefore, any such requests will be denied.

Requests

Requests shall be made in writing to the proper Township Open Records Officer on a form provided by the Township.

Fees

Paper copies shall be twenty cents (\$.20) per page per side. The certification of a record is \$1.00 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 \$100.00.

Response

Any request that has been misdirected to the Township Administrative Office or the Office of the Chief of Police shall be immediately directed to the proper venue.

The Township 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 2009, 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 Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225.

Appeals of criminal records shall be made to the District Attorney of Luzerne County, Luzerne County Courthouse, 200 North River Street, Wilkes-Barre, PA 18711. Telephone#: (570)825-1674

Appeals Process

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

RESOLVED AND ENACTED this 6th day of April, 2010, by the Dallas Township Board of Supervisors.

DALLAS TOWNSHIP BOARD OF SUPERVISORS

Philip L. Walter, Chairman

Frank E. Wagner, Vice-Chairman

Glenn M. Howell, Secretary-Treasurer

ATTEST: _____