

**RESOLUTION 2024-13 OF RICE TOWNSHIP, LUZERNE COUNTY
REPLACING RESOLUTION 2008-6
ESTABLISHING THE RIGHT TO KNOW POLICY**

WHEREAS, laws, regulations and practices change over time and

WHEREAS, the Commonwealth of Pennsylvania Right To Know law has been amended several times since its inception and

WHEREAS, under the Commonwealth of Pennsylvania Right To Know Law, Rice Township acknowledges its responsibility to respond to requests consistent with the current law;

NOW THEREFORE, the Rice Township Board of Supervisors hereby resolves the following:

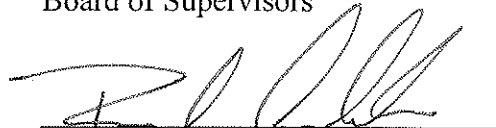
Rice Township Right To Know Policy

1. Right To Know requests shall be in writing and directed to the Agency Open Records Officer (AORO) at the Rice Township Municipal Building, 3000 Church Road, Mountaintop, PA 18707. Verbal requests will not be accepted. Requests shall be on a form provided by the Township available on its website and in the office and shall include the date of the request and how it was submitted, the name and address of the requester, and a clear description of the records sought. Failure to complete the application in full will result in the AORO deeming the application incomplete and the request will not be processed. Anonymous applications will be rejected as incomplete. To the extent that a requestor supplies contact information, the AORO will notify the requestor how the application is incomplete to allow the requestor to resubmit a completed application. Requests addressed to the Rice Township Police Department shall be handled by the Chief according to Commonwealth law.
2. Should the response to the request result in access to public records at the Township Building, such access will be available for inspection and copying during normal business hours, except holidays as set by the Board of Supervisors annually at their Reorganization meeting and weekends, upon appointment with the Secretary/Treasurer.
3. Fees shall be set in accordance with the current Commonwealth of Pennsylvania Right To Know Law. Right To Know Requests made by persons where unpaid bills are outstanding shall be processed or denied as provided by the current RTK law.
4. The AORO shall make a good-faith effort to provide the requested public record(s) as promptly as possible. The AORO 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.
5. The AORO 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 AORO shall respond to such requests in writing consistent with the Right-to-Know Law. All responses made by the AORO to a RTK request shall be reviewed and approved by the Township Solicitor before release.

6. If access to a record is denied, the response shall include a reason for denial consistent with the Right-to-Know Law.
7. If a written request is denied or deemed denied, the requester may file an appeal in writing to the name and address provided by the Commonwealth of Pennsylvania OOR website.

ADOPTED this 4th day of June, 2024.

Board of Supervisors



Richard Arnold, Chair

ATTEST:


Jeffrey D. Beck, Secretary/Treasurer