

Lower Saucon Township  
3700 Old Philadelphia Pike  
Bethlehem, PA 18015

Open Records Policy

Requests

Public records will be available for inspection and copying at the Lower Saucon Township Municipal Complex during normal business hours, Monday through Friday, 8:30 a.m. to 4:30 p.m. with the exception of holidays.

Requests shall be made in writing and directed to the Township Manager at Lower Saucon Township Municipal Complex, 3700 Old Philadelphia Pike, Bethlehem, PA 18015. Written requests shall be made on a form provided by the Township and shall include the date of the request, name and address of requester and a clear description of the records sought.

Fees

Paper copies will be \$0.25 per page per side. If mailing is requested, the cost of postage will be charged. If a disk is requested, it will be provided by the Township at the cost of \$1.00 per disk. A new disk will be necessary each time records are provided. Fax copies will be available at the cost of \$0.50 per page. If "True and Correct Certification" is requested, an additional charge of \$2.00 will be added. The Township will require prepayment if the total cost exceeds \$100.00.

Response

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 Township Manager shall review all written requests for access to public records. As soon as possible, but no later than five (5) business days after receiving a written request to access public records, the Township Manager shall respond to all such requests in a manner consistent with Act 100 of 2002, the Open Records Law. The Township may, upon notification to the requester, utilize an additional thirty (30) days to respond to the request if the Township determines that one of the exceptions contained in Section 3.4 (b) of the Pennsylvania Right to Know Law is applicable to the specific request.

Appeals Process

If a written request is denied or deemed denied, the requester may file exceptions with the Township Council within fifteen (15) business days of the mailing date of the Township's denial as outlined in the Pennsylvania Right to Know Law. The exceptions shall state the grounds on which the requester asserts that the record is public record and shall address any grounds stated by the Township for denying the request.

The Township Council shall make a final determination on the exceptions within thirty (30) days of the mailing date of the exceptions. The Township Council may hold a hearing on the issue during the thirty (30) days. If the Council determines that the denial was correct, it must provide a written explanation to the requester.

The requester may appeal a final determination to the Common Pleas Court or District Justice within thirty (30) days of denial or final determination.