



# BOROUGH OF TARENTUM

318 E. SECOND  
AVENUE TARENTUM,  
PENNSYLVANIA 15084

## Borough Policy: Right to Know Policy

### Purpose

The purpose of this policy is to establish a clear and consistent process for handling requests for public records in accordance with the Pennsylvania Right to Know Law (RTKL), while ensuring compliance with the Office of Open Records (OOR) interpretation prohibiting anonymous requests.

### Definitions

- **Requester:** A person who is a resident of the Commonwealth of Pennsylvania and requests access to a record.
- **RTKL:** Pennsylvania's Right to Know Law, 65 P.S. §§ 67.101 et seq.
- **OOR:** Pennsylvania Office of Open Records.

### Policy

1. **Right to Know Officer:** The Borough shall designate an official as the Right to Know Officer responsible for handling all requests for public records.
2. **Submitting a Request:**
  - All requests for public records must be submitted in writing using the Borough's standard Right to Know Request Form.
  - Requests must include the requester's name, address, and a valid identification of the records being sought.
  - Requests can be submitted in person, by mail, by email, or by facsimile.
3. **Anonymous Requests:**
  - In accordance with the OOR interpretation, the Borough shall not accept anonymous requests for public records.
  - Requests must contain the name of the requester and their address. Requests without this information will be considered invalid and will not be processed.
4. **Processing Requests:**
  - Upon receipt of a valid request, the Right to Know Officer shall make a good faith effort to determine if the requested record is a public record and respond within the statutory time frame.
  - The Borough may invoke a 30-day extension for certain circumstances as allowed under the RTKL.
5. **Response to Requests:**
  - The response shall be provided in writing and include the status of the request, applicable fees, and any information regarding redaction or denial of the request.
  - If a request is denied, the response will include the reasons for the denial and information about the appeal process.
6. **Fees:**
  - The Borough may charge fees for duplication and certification of public records as outlined by the OOR's fee structure.
  - Prepayment may be required if the estimated fees exceed \$100.
7. **Appeals:**

- If a request is denied, in whole or in part, the requester has the right to appeal the decision to the OOR within 15 business days from the mailing date of the Borough's response or deemed denial.
8. **Public Access:**
- Public records shall be available for inspection and copying during regular business hours, subject to the Borough's operational needs and the RTKL provisions.
9. **Record Retention:**
- The Borough shall retain all records in accordance with its record retention policy and applicable laws.

**Enforcement**

The Right to Know Officer shall enforce this policy, and any violations may result in appropriate disciplinary action in accordance with Borough policies.

**Effective Date**

This policy is effective immediately upon adoption by the Borough Council and shall remain in effect until amended or rescinded by the Borough Council.

---

**Implementation:**

This policy is effective immediately and will be reviewed annually to ensure continued compliance with privacy laws and best practices.

EFFECTIVE: Immediately  
DATE: 8/13/2024  
LAST REVISED:

APPROVAL:   
Dwight Boddorf, Borough Manager

COUNCIL APPROVAL DATE: 8/13/2024

APPROVAL:   
Scott Dadowski, Council President

**Appendix: Right to Know Request Form**

[Attach the Borough's standard Right to Know Request Form here]