



**Mount Joy Township**  
**OPEN RECORDS POLICY**  
*Revised June 2024*

*The Open Records Policy applies to all requests for public records made under Pennsylvania's Right to Know Law, 65 P.S. §67.101, et seq.*

**OPEN RECORDS OFFICER** – Requests for public records shall be directed to the attention of the Township's Open Records Officer:

Sheri Moyer  
902 Hoffman Home Road  
Gettysburg, PA 17325  
Tel. (717) 359-4500  
[secretary@mtjoypwp.us](mailto:secretary@mtjoypwp.us)

**RTK REQUEST FORM** – Requests for public records shall be submitted in writing using the Township's form adopted by official action of the Board of Supervisors and available at the Township offices or the standard Right-to-Know Request Form available from the Pennsylvania's Office of Open Records at [www.openrecords.state.pa.us](http://www.openrecords.state.pa.us). Requesters who have not used the form for his/her request shall be directed to this Policy and to resubmit the request using one of the forms. The Township does not accept verbal requests or requests made via telephone. The Township does not accept anonymous requests.

**MANNER OF SUBMITTING A REQUEST** – A request may be submitted to the Township's Open Records Officer by United States mail, facsimile, electronic mail or in-person.

**RECEIPT OF A REQUEST** – Normal Township business hours are:  
Monday through Friday from 10:00 a.m. – 1:00 p.m.

The above hours will not be observed when national or state holidays coincide with regular business hours, when the Township building is being used for national or state/local elections, or when inclement weather or other extraordinary event occurs and the Township determines to close the office. A request made during normal Township business hours will be deemed received on that day. A request made after normal Township business hours will be deemed received on the next business day.

**RESPONSE** – The Township Open Records Officer will respond to a request in writing. The response will indicate either grant or denial of a request. If a request is denied, the reason(s) for the denial will be stated in the written response. Except as noted, the response will be issued no later than 5 business days from the date of receipt of the request. Where response requires a 30-day extension of time under Section 902 of the Right to Know Law, a 30-day extension letter will be issued no later than 5 business days from the date of receipt of the request.

**REDACTION** – Prior to the release of the record in copy form or for inspection, the Township Open Records Officer will redact any information or record that is not a "public record" as defined by Pennsylvania's Right-to-Know Law, Section 102. Definitions, including a record that is exempt from being disclosed under Section 708 of the Right to Know Law, other federal or state law or regulation, or judicial order or decree, or a record protected by a privilege (e.g., attorney-client privilege, speech and debate privilege, etc.).

**FEES** - Fees shall be charged in accordance with the maximum fees permissible as provided by the Office of Open Records Official RTKL Fee Schedule, available at: <https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm>. The Township shall require prepayment if the total fees are estimated to exceed \$100. If prepayment is required, the Open Records Officer shall notify the requester to the requester incurring the cost.

**APPEAL** – An appeal from a denial of a record may be made to: Commonwealth of Pennsylvania, Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234, Phone: 717-346-9903, Fax: 717-425-5343, [openrecords@pa.gov](mailto:openrecords@pa.gov)