

PUBLIC RECORDS ACCESS

Pursuant to the Right-To-Know law (Act 3 of 2008) (the "Act"), municipalities are required to make available for public inspection records which meet the generally outlined qualifications set forth in the Act. For more information regarding the Act, please contact the Commonwealth of Pennsylvania's Open Records at the Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225, telephone number (717) 346-9903. They can also be reached at the following web site: <http://openrecords.state.pa.us>.

Requests for public records can be made by completing and submitting the Borough's Public Records Request Form (see attached). The Borough will also accept the forms supplied for making such requests by the Commonwealth Office of Public Records. All such requests should be submitted to the Borough of Columbia's Open Records Officer, Georgianna Schreck, in person or by mail to 308 Locust Street, Columbia, PA 17512, by fax at: (717) 684-7764 or by e-mail at colafinance@comcast.net. The Borough will reply to your request in the manner required by the Act.

If your request is denied and relates to public records other than records relating to criminal investigations, appeals should be submitted to Commonwealth of Pennsylvania, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120-0225. These appeals will be heard by officers of the Office of Public Records.

If your request is denied and relates to records regarding criminal investigations, appeals should be submitted to Christopher P. Larsen of the District Attorney's Office of Lancaster County at 50 North Duke Street, P. O. Box 83480, Lancaster, PA 17608-3480.

All appeals must be in writing, must state the grounds upon which the requestor asserts that the requested record is a public record and must address any grounds stated by the Borough for delaying or denying the request. All appeals must be filed within 15 business days of the mailing date of the Borough's notice of denial or a deemed denial as defined in the Act. All appeals will be handled in accordance with the Act.

COLUMBIA BOROUGH PUBLIC INFORMATION REQUEST

Name: _____ Phone: _____

Address: _____

Organization (if any): _____

Document, report or other document that you are requesting (*Provide as much specific detail as possible so the Borough of Columbia can identify the information):

Do you want:

_____ To inspect information in Borough office _____ a photocopy of the information (see attached fees)

Does your request involve records relating to criminal investigations: ___ Yes ___ No

Other comments or instructions: _____

(if more space is needed, continue on reverse side)

FOR STAFF USE ONLY

Date request was received: _____

Request submitted by: Email _____ Fax _____ In Person _____

Response(s):

_____ Records provided for inspection in Borough's office

Date: _____

_____ Records photocopied and provided

Date: _____

_____ Borough Five-Day Response Due: _____

Date: _____

Other notes:

I understand that all requests are subject to review by the Borough of Columbia Public Records Officer and/or Solicitor to assess applicability of the RIGHT TO KNOW LAW. I further understand that photocopies of records that are available may be subject to a cost of \$.25 per page or other costs authorized by the RIGHT TO KNOW LAW.

Date: _____

Signature: _____