

DALLAS TOWNSHIP
Luzerne County, Pennsylvania

RESOLUTION #2022-9
A RESOLUTION TO UPDATE RIGHT-TO-KNOW POLICY

In order to better comply with the Pennsylvania "Right-to-Know Law", the Board of Supervisors of Dallas Township makes the following appointments as the "Open-Records Officers":

For Inquiries regarding "Records Held by the Municipality of Dallas Township" - Contact K. Gary Kirk, Dallas Township's "Right-to-Know Officer"

Gary may be reached at: 105 Lieutenant Michael Cleary Drive, Dallas, PA 18612
Telephone: (570)674-2000
Fax: (570)674-3827
Email: gkirk@dallastwp.org

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours (Monday thru Friday, 8:30A.M. until 4:30P.M.) with the exceptions of weekends and holidays.

For Inquiries regarding "Records Held by the Dallas Township Police Department" - Contact Kimberly Landmesser, Dallas Township Police Secretary

Kimberly may be reached at: 2919 SR 309 Highway, Dallas, PA 18612
Telephone: (570)674-2003
Fax: (570)675-7877
Email: klandmesser@dallastwp.org

Under the "Right to Know Law", investigative reports are exempt from the definition of a "public record". Therefore, any information requested regarding investigative reports will be denied.

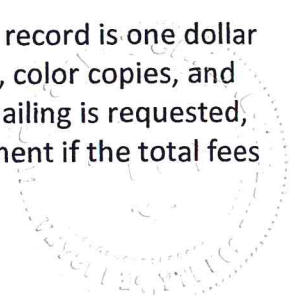
Criminal History Information is not accessible under the "Right to Know Law", but may be obtained through the submission of a "Request for Criminal History", Form SP 4-164, which is available on the Pennsylvania State Police website, www.psp.state.pa.us. The DALLAS TOWNSHIP POLICE DEPARTMENT does not possess or retain any investigate or administrative information for other state or local agencies. Therefore, any such requests will be denied.

Requests

Requests shall be made in writing to the proper Township Open Records Officer on a form provided by the Township.

Fees

Paper copies shall be twenty cents (\$0.25) per page per side. The certification of a record is one dollar (\$1.00) per record. Specialized documents including, but not limited to blue prints, color copies, and non-standard sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be included in the bill. The Township shall require prepayment if the total fees are estimated to exceed one hundred dollars (\$100.00).



Response

Any request that has been misdirected to the Township Administrative Office or the Dallas Township Police Department shall be immediately directed to the proper venue.

The Township shall make a good-faith effort to provide the requested public record(s) as promptly as possible. The Open Records Officer 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.

The Open Records Officer 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 Open Records Officer shall respond to such requests in writing consistent with Act 3 of 2008, the "Right to Know Law".

Contact Information for Appeals

If a written request is denied or deemed denied, the requester may file an appeal in writing to Office of Open Records, Commonwealth Keystone Building, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234.

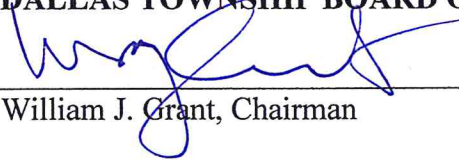
Appeals of criminal records shall be made to the District Attorney Open Records Officer, Luzerne County District Attorney's Office, 200 North River Street, Wilkes-Barre, PA 18711.

Appeals Process

The appeal shall be filled within fifteen (15) business days of the mailing date of the Township's response or within fifteen (15) business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts the records is a public record and shall address any grounds stated by the Township for delaying or denying the request.

ENACTED BY THE BOARD OF SUPERVISORS OF DALLAS TOWNSHIP this 3rd day of May 2022.

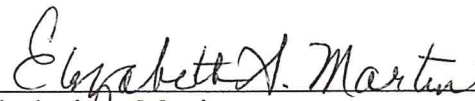
DALLAS TOWNSHIP BOARD OF SUPERVISORS



William J. Grant, Chairman



Robert J. Wagner, Vice Chairman



Elizabeth A. Martin

Attest: 

K. Gary Kirk, Secretary/Treasurer

Seal:

