

SPRING TOWNSHIP LIBRARY ASSOCIATION
POLICY FOR ACCESS TO PUBLIC RECORDS

Act No. 2002-100, effective December 26, 2002, as amended by Act No. 2008-3, to be effective July 1, 2008 (the "Act") requires that the Spring Township Library Association (the "STLA") establish written policies necessary to provide for access to public records of the STLA and to establish a reasonable fee schedule. Below is the STLA's policy for access to public records and applicable fee schedule.

1. All requests for access to public records of the Spring Township Library Association ("STLA") shall be made in writing, verbally (in person or telephonically), or by facsimile.
2. The Library Director is hereby appointed and designated as the Open Records Officer of the STLA.
3. All requests for access to public records of the STLA shall be directed to: Open Records Officer, 78-C Commerce Drive, Wyomissing, PA 19610; Telephone: (610) 373-9888.
4. When a request is received for access to public records, the STLA shall make a determination within five (5) business days of receipt of the request, to grant or deny the request. The person or entity requesting the information shall be promptly notified of the STLA's decision.
5. If, after receiving a request for access to public records, the STLA determines any of the following circumstances exist, the person or entity requesting access to the records shall be issued a notice that the request is being reviewed:
 - (a) The request for access requires redaction of a public record;
 - (b) The request for access requires retrieval of a record stored in a remote location;
 - (c) A timely response to the request for access cannot be accomplished due to bona fide and specified staff limitations;
 - (d) A legal review of the request is necessary to determine whether the record is a public record subject to access under the Act;
 - (e) The person or entity requesting access to the public record has not complied with the STLA's policies regarding access to public records; or
 - (f) The person requesting access to the record refuses to pay applicable fees as contained herein.
 - (g) The extent or nature of the request precludes a response within the required time period. The person or entity requesting access to the public record shall be informed in writing as to the specific reason that their request is being reviewed and a reasonable date a response is expected to be provided.
6. The request must be retained by the STLA for thirty (30) days or until final appeal determination. If a request for access to public records is denied, the person or entity requesting the records shall be informed of the reason that the request has been denied and shall be given the authority relied upon by the STLA for denying access. The notice of denial shall contain the name of the person making the decision to deny access to the public record, the date of the denial, and shall include the signature of the person denying access, along with an explanation of the procedures for appealing WRJA's denial of access to the record in question within fifteen (15) days to the state Office of Open

Records under the Department of Community and Economic Development. All appeals shall be in writing, and shall be directed to the Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225. Appeals of denials of access to criminal records shall be made to the Office of the District Attorney of Berks County, Berks County Courthouse, Sixth and Court Streets, Reading, PA 19601.

7. The following fees shall be applicable to requests for access to public records:
 - (a) Photocopying fees - Twenty-Five Cents (.25) per page;
 - (b) Certification of a public record - One Dollar (\$1.00) per record certified;
 - (c) Copying records onto electronic media – actual cost incurred
 - (d) Copying off-site of subdivision, land development or other plans- actual cost incurred.
 - (e) Conversion to paper – if a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless requester specifically requests for the record to be duplicated in the more expensive medium.
 - (f) Postage fees – actual cost of mailing.

The STLA, in its sole discretion, may waive the fees for duplication of public records if the STLA determines that it is in the public interest to do so.

8. If the estimated cost of duplication of a public record is expected to exceed One Hundred Dollars (\$100.00), the STLA may require the person or entity requesting the record to prepay the estimated fees authorized by this policy, prior to providing access to the public record. Access to the records requested shall be postponed until prepayment is received.

9. The STLA shall utilize the form attached hereto as **Exhibit "A"** to process all requests for access to the STLA's public records. When completed, a copy of the form shall be given to the person requesting the information and a copy shall be retained by the STLA.

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EXHIBIT "A"

<https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf>