

## **PENNSYLVANIA RIGHT TO KNOW ACT** **(ACT 3 OF 2008)**

Whitpain Township complies with the Pennsylvania Right to Know Act, (Act 3 of 2008), in regard to the responsibilities of state and local agencies. The Whitpain Township Board of Supervisors, adopted an Open Records Policy in conformance with the Pennsylvania Right to Know Act, (Act 3 of 2008). The policy identifies the Chief of Police or his Designee as the Open Records Officer.

The term “public record” shall have the meaning given to such term in the Pennsylvania Statute section 708 of Act 3 of 2008. Those records maintained by the Whitpain Township Police Department that are exempted from release or disclosure, and release of those records will be denied, are as follows:

1. Investigative Reports (to include any pending criminal prosecution)
2. Criminal History Information
3. Juvenile Records (unless the juvenile delinquent is transferred to adult court for prosecution)

There will be no limitation on the number of public records that may be requested or made available for inspection or duplication. Fees will be assessed in conformance with the Whitpain Township Fee Schedule. There will be no requirement to disclose the purpose or motive in requesting access to the records which are considered public. Whitpain Township reserves the right to redact any information contained in a record that may compromise an individual’s personal security or privacy.

Any person or entity whose request for access to a public record is denied may file an appeal in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street Plaza Level, Harrisburg, PA 17120-0225. Appeals of criminal records shall be made to the District Attorney of Montgomery County, Montgomery County Court House, P.O. Box 311, Norristown, PA 19404-0311.



# Whitpain Township Police Department

## Public Record Review/Duplicate Request Form

<b>Requester's Name:</b>			
<b>Request Date:</b>		<b>Request Time:</b>	
<b>Requestors Address:</b>			
<b>Requester's Signature:</b>		<b>Telephone Number:</b>	

I Request  review  duplication (check applicable boxes) of the following records.

**Important: You must identify or describe the records with sufficient specificity to enable the Township to Determine which records are being requested. Use additional sheets if necessary.**


**DO NOT WRITE BELOW THIS LINE – FOR OFFICIAL USE ONLY**

<b>Action Taken:</b>	<b>Request Number</b>		<b>Date:</b>	
	<b>Approved</b>	<input type="checkbox"/>	<b>Date:</b>	
<b>Fees for Duplication of Public Records shall be as follows:</b>  <b>Crash Reports:</b> \$15.00 per report.  <b>Photocopying Incident Reports:</b> \$2.50 for the first 5 pages, 10 cents per page for pages 6 and up.  <b>Photos:</b> Developing negatives-\$15.00 per photo. Digital photos to a CD-\$15.00 for first photo, \$7.50 for each additional photo.  <b>Duplication of public records and/or tape records:</b> Actual cost to the Township of duplicating the public record.	<b>Denied</b>	<input type="checkbox"/>	<b>Date:</b>	
	<b>Date Mailed:</b>		<b>Date Provided</b>	
	<b>Request Reviewed By:</b>			
	<b>Comments:</b>			
	<b>Total # of reports</b>		<b>Amount</b>	\$
	<b>Total # of Photographs</b>		<b>Amount</b>	\$
			<b>Total due</b>	\$

I acknowledge that this is a Police Department matter