



White Oak Borough Allegheny County, Pennsylvania

OPEN RECORDS POLICY

Request to Examine Records:

1. Any public record will be accessible to a resident of the Commonwealth of Pennsylvania who requests a record pursuant to this policy and the Right-to-Know Law.

Inspection Times:

1. All requests for inspection must be made at reasonable times during normal business hours from 8:30 a.m. to 4:30 p.m., Monday through Friday.

Assembling Records:

1. Requests for copies of records must be made in writing and directed to the Borough Manager or Borough Secretary. Written requests may be made in person, by mail, by facsimile, or by electronic means and shall state the date of the request, the name and address and phone number of the requestor and a clear description of the records sought. A public record will be provided in the medium in which it exists, except that a public record which is kept in electronic format will be duplicated on paper if requested.
2. The Borough of White Oak will not compile, maintain, format or organize a public record in a manner in which it does not already do so, nor will it create a public record which does not currently exist in response to a request.

Charges:

1. Paper copies will be \$0.25 per page per side. If mailing is requested, a handling fee of \$3.50 will be charged in addition to the actual cost of postage for mailing supplies used. If a disk is requested, it will be provided by the Borough of White Oak at a cost of \$1.00 per disk plus \$0.50 per file. A new disk will be necessary each time records are provided.
2. Fax copies will be available at the cost of \$0.50 per page if there are no toll or long distance telephone fees.
3. E-mail copies will be available at the cost of \$1.00 per transaction plus \$0.50 per file.
4. If "True and Correct Certification" is requested, an additional charge of \$5.00 will be added.
5. The Borough of White Oak will require prepayment if the fees are expected to exceed \$15.00.

Research

1. The charge per hour will be \$20.00 rounded to the next quarter hour.

THE BOROUGH HAS FIVE (5) BUSINESS DAYS IN WHICH TO PROVIDE THE RECORDS. IF ADDITIONAL TIME IS NECESSARY THE REQUESTOR WILL BE NOTIFIED IN WRITING GIVING AN APPROXIMATE DATE DOCUMENTS WILL BE AVAILABLE.