



Manager 610-446-1000 ext. 2208  
Human Resources 610-446-1000 ext. 2233

TOWNSHIP OF  
**HAVERFORD**

DELAWARE COUNTY  
1014 DARBY ROAD  
HAVERTOWN, PA 19083-2551  
(610) 446-1000

WILLIAM F. WECHSLER, PRESIDENT  
LARRY HOLMES, ESQ. VICE PRESIDENT  
DAVID R. BURMAN, TWP MANAGER/SECRETARY  
AIMEE CUTHBERTSON, ASS'T TWP. MANAGER  
JAMES BYRNE JR. ESQ. SOLICITOR  
PENNONI ASSOCIATES, INC. ENGINEER

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1st Ward Stephen D'Emilio  
2nd Ward Mario A. Oliva  
3rd Ward Kevin McCloskey, ESQ  
4th Ward Daniel J. Siegel, ESQ  
5th Ward Bernie McCabe  
6th Ward Larry Holmes, ESQ  
7th Ward Conor Quinn  
8th Ward Gerry Hart, MD  
9th Ward William F. Wechsler

## **Open Records Policy**

### **Request**

Public records will be made available for inspection and copying at the Haverford Township Municipal Services Building during normal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m., with the exception of holidays.

Requests shall be in writing and directed to the Township Manager at the Haverford Township Municipal Services Building, 1014 Darby Road, Havertown, PA 19083. Written requests shall be on the form provided by the Township and shall include the date of the request, the name and address of the requestor, and a clear description of the records sought.

### **Fees**

Paper copies will be \$.25 per page per side. IF mailing is requested, the cost of the package will be charged. IF a disk is requested, it will be provided by the Township at a cost of \$35.00 per disk. A new disk will be necessary each time records are provided. Fax copies will be available at the cost of \$.25 per page. IF "True and Correct Certification" is requested, an additional charge of \$2.00 will be added. The Township will require prepayment of the total fees.

### **Response**

The Township will make a good faith effort to provide the requested public records as promptly as feasible. The Township employees shall cooperate with those requesting to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft and/or modification.

The Township Manager 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 Township Manager shall respond to all such requests in a manner consistent with Act 100 of 2002, the Open Records Law.

### **Appeals Process**

If a written request is denied or deemed denied, the requestor may file exceptions with the Board of Commissioners within 15 business days of the mailing date of the Township's denial. The exceptions shall state grounds on which the requestor asserts that the record is a public record and shall address any grounds stated by the Township for denying the request. The

Board of Commissioners shall make a “final determination” on the exception within 30 days of the mailing date of the exceptions.

The Board of Commissioners may hold a hearing on the issue during the 30 days. If the Board determines that the denial was correct, it must provide a written explanation to the requestor. The requestor may appeal a final determination to the Common Pleas Court or District Justice within 30 days of denial or final determination.



# Township of Haverford

## STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY:  FAX  U.S. MAIL  E-MAIL  IN-PERSON

NAME OF REQUESTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

INSTRUCTIONS FOR REQUESTED RECORDS:  FAX  MAIL  DISK  E-MAIL  PICK-UP

RECORDS REQUESTED: *\*Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

**X**

Requestor's Signature

***For Office Use Only***

OPEN-RECORDS OFFICER: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: \_\_\_\_\_

Copies \_\_\_\_\_ Postage \_\_\_\_\_ Disk \_\_\_\_\_

TOTAL COST: \$ \_\_\_\_\_

DATE REQUEST FULFILLED: \_\_\_\_\_ INITIALS OF STAFF MEMBER: \_\_\_\_\_