



**HILLTOWN TOWNSHIP**  
13 West Creamery Road  
P.O. Box 260  
Hilltown, PA 18927  
(215) 453-6000 Fax: (215) 453-1024

**REQUEST TO REVIEW TOWNSHIP PUBLIC RECORDS**

Requests to review Hilltown Township public records must be made in writing to the Township's Open Record Officer on a form provided by the township. All deemed public records shall be available for inspection, retrieval, and duplication at the Hilltown Municipal building during established business hours of Monday – Friday, with the exception of weekends and holidays.

The open records officer shall review all written requests, and as soon as possible, but no later than five (5) business days after receiving a written request. The Open Records Officer shall respond to such request in writing, consistent with Act 3 of 2008, the Right-to-Know-Law.

**Date Requested:** \_\_\_\_\_

**Name of Requester:** \_\_\_\_\_

**Requestors Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Signature of Requester:** \_\_\_\_\_

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(Please be specific and provide as much detail as possible)

**Records Requested:**

**Do you want a Certified Copies of Record:**      Yes \_\_\_\_                      No \_\_\_\_  
**Do you want to inspect the records:**              Yes \_\_\_\_                      No \_\_\_\_  
**Do you want copies:**                                      Yes \_\_\_\_                      No \_\_\_\_

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**Date Approved by Right-to-Know-Officer:** \_\_\_\_\_

**Date Received by Hilltown Township:** \_\_\_\_\_

**Hilltown Township five (5) Day Response Due Date:** \_\_\_\_\_

**Open Record Officer Signature:** \_\_\_\_\_



**RESOLUTION #2008-116**  
**HILLTOWN TOWNSHIP**  
**Bucks County, Pennsylvania**



The Hilltown Township Board of Supervisors hereby designates the Township Manager as the Township's Open Records Officer. The Open Records Officer may be reached at the Hilltown Township office, 13 W. Creamery Road, PO Box 260, Hilltown, PA 18927, 215-453-6000.

General:

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during the established business hours of 8:00AM to 4:30PM with the exception of weekends and holidays.

Requests:

Requests shall be made in writing to the Township Open Records Officer on a form provided by the Township (see attached).

Fees:

Black and white paper copies shall be \$.25 cents per page per side. The certification of a record is \$1.00 per record. Specialized documents including but not limited to blueprints, color copies, photographs, and non-standard sized documents shall be charged the actual cost of production or as specified in the Township's Fee Schedule as adopted by Resolution at the Supervisor's Reorganization Meeting each year. If mailing is requested, the cost of postage will be charged. The Township shall require pre-payment if the total fees are estimated to exceed \$100.00.

Response:

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 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. If access to a record is denied, the response shall include a reason for denial as stipulated in Act 3 of 2009, 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 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 Bucks County, Michelle Henry, 55 East Court Street, Doylestown, PA 18901, 215-348-6000.

Appeals Process:

The appeal shall be filed within 15 business days of the mailing date of the Township's response or within 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.

RESOLVED AND ENACTED this 8 day of December, 2008 by the Hilltown Township Board of Supervisors.

HILLTOWN TOWNSHIP BOARD OF SUPERVISORS

Richard J. Manfredi, Chairman

John B. McIlhinney, Vice-Chairman

Barbara A. Salvadore, Secretary/Treasurer