

**BOROUGH OF BIRDSBORO  
BERKS COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 413**

**AN ORDINANCE OF THE BOROUGH OF BIRDSBORO,  
BERKS COUNTY, PENNSYLVANIA ADOPTING AND  
ESTABLISHING AN OPEN RECORDS OFFICER AND OPEN  
RECORDS POLICY IN ACCORD WITH ACT 3 OF 2008, THE  
PENNSYLVANIA RIGHT TO KNOW ACT AS AMENDED.**

IT IS HEREBY ENACTED AND ORDANIED by the Borough Council of the Borough of Birdsboro, Berks County, Pennsylvania, as follows:

**SECTION I. Purpose**

The purpose of this policy is to assure compliance with Act 3 of 2008, The Pennsylvania Right-to-Know Law, as amended; to provide access to public records of Borough of Birdsboro; to preserve the integrity of Borough's records; and to minimize the financial impact to the residents of the Borough regarding the resources utilized in the receipt and processing of public record request and the retrieval and copying of public records.

**SECTION II. Designation of Open Records Officer**

It is the policy of the Borough to require the presence of a designated employee when public records are examined and inspected and to charge reasonable fees for duplication of public records of the Borough. The Borough of Birdsboro designates the Borough Secretary as the Open Records Officer for the year 2009, and for each successive year shall be designated by resolution, responsible for assuring compliance with the Pennsylvania Right-to-Know Law, in accordance with the following guidelines:

- A. The Borough Secretary may designate certain employee(s) to process public record requests.
- B. The Borough Secretary is responsible for minimizing, where possible, the financial impact to the Borough regarding the resources utilized in the

receipt and processing of public record requests and the retrieval and copying of public records.

- C. All requests for public records of the Borough under this policy shall be specific in identifying and describing each public record requested. In no case shall the Borough be required to create a public record which does not exist or to compile, maintain, format or organize a public record in a manner in which the Borough does not currently compile, maintain, format or organize the public record. All requests for public records shall be submitted in writing and include the date of the request; requestor's name, address and telephone number; certification of United States residency; signature of requestor; and if duplication is requested, appropriate payment.
- D. The designated employee shall make a good faith effort to determine whether each record requested is a public record.
- E. The Borough shall facilitate a reasonable response to a request for the Borough's public records. In no case is the Borough expected to provide extraordinary staff to respond to the request, but will respond in a manner consistent with the Borough's administrative responsibilities and consistent with the requirements of the Pennsylvania Right-to-Know Law.
- F. The designated employee shall respond to the requester within five (5) business days from the date of receipt of the written request. If the Borough does not respond within five (5) business days of receipt thereof, the request is deemed denied.
- G. The response provided by the Borough shall consist of: (1) approval for access to public records; (2) review of the request by the designated employee; or (3) denial of access to the record requested.
- H. If access to the public record requested is approved, the public record shall be available to access during the regular business hours of the Borough. The designated employee shall cooperate fully with the requester, while also taking reasonable measures to protect Borough public records from the possibility of theft and/or modification. The presence of a designated employee is required when public records are examined and inspected.

- I. Fees for duplications of public records shall be as established by the Commonwealth's Office of Open Records. The Borough may at its discretion waive fees.
- J. In the event the estimated cost of fulfilling a request submitted under this policy is expected to exceed One Hundred Dollars (\$100), the designated employee(s) shall obtain the expected cost in advance of fulfilling the request to avoid unwarranted expense of Borough resources.
- K. If the request is being reviewed, the notice provided by the Borough shall be in writing and include the reason for the review and the expected response date, which shall be within thirty (30) days of the notice of review. If the Borough does not respond within thirty (30) days thereof, the request is deemed denied. Review of the request is limited to situations where:
  - 1. The record requested contains information which is subject to access, as well as information which is not subject to access that must be redacted prior to a grant of access. The redacted information is considered a denial as to that information.
  - 2. The record requires retrieval from a remote location;
  - 3. A timely response cannot be accomplished due to staffing limitations;
  - 4. A legal review is necessary to determine whether the record requested is a public record;
  - 5. The requestor has failed to comply with the Borough's policy and procedure requirements; or
  - 6. The requestor refuses to pay the applicable fees; and
  - 7. The extent or nature of the request precludes a response within the required time period.

Upon a determination that one of the factors listed above applies, the Borough shall send written notice to the requester within five (5) business days of receipt of the request for access. The notices shall include a statement notifying the requester that the request for access is being reviewed, the reason for the review, a reasonable date that a response is

expected to be provided and an estimate of applicable fees owed when the record becomes available. If the date that a response is expect to be provided is in excess of thirty (30) days, following the five (5) business days allowed for, the request for access shall be deemed denied unless the requester has agreed in writing to an extension to the date specified in the notice. If the requester agrees to the extension, the request shall be deemed denied on the day following the date specified in the notice of the agency has not provided a response by that date.

- L. If access to the record requested is denied, the notice provided by the Borough shall be in writing as indicated on eh form attached hereto entitled "Denial of Request to Review and/or duplicate Borough of Birdsboro Records."
- M. If the request is denied or deemed denied, the requester may file an appeal with the Commonwealth's Office of Open Records within fifteen (15) days of a deemed denial. The appeal shall state the grounds upon which the requester asserts that the record is a public record and shall assess any grounds stated by the agency for delaying or denying the request.
- N. Within thirty (30) days of the mailing date of the final determination of the appeals officer, the requester or Borough may file a petition for review or other document as required by Rule of Court with the Court of Common Pleas for Berks County. The decision of the Court shall contain findings of fact and conclusions of law based upon the evidence as a whole. The decision shall clearly and concisely explain the rational for the decision. A petition for review under this section shall stay the release of documents until a decision is issued.
- O. This policy shall be available for review at the Borough office.

### SECTION III. Repealer

Any Ordinance or parts of Ordinances, inconsistent herewith shall be and the same are hereby repealed.

SECTION IV. Severability

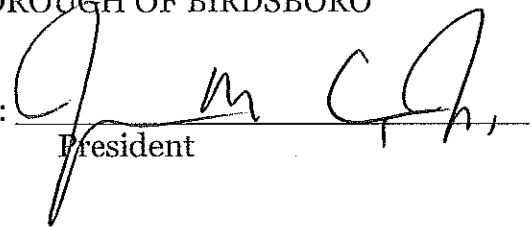
If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentence, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Borough of Birdsboro Council that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

SECTION V. Effective Date

This Ordinance shall become effective on DECEMBER 23, 2008.

ENACTED AND ORDAINED this 18<sup>th</sup> day of December, 2008.

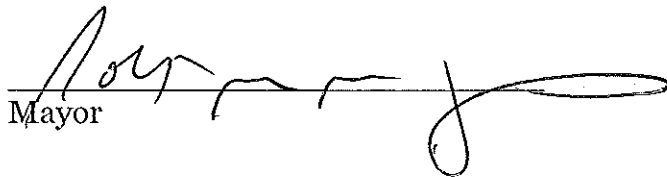
BOROUGH OF BIRDSBORO

By:   
President

Attest:

  
Secretary

APPROVED this 18<sup>th</sup> day of December, 2008.

  
Mayor

**BOROUGH OF BIRDSBORO  
PUBLIC RECORD REVIEW/DUPLICATION REQUEST**

Please print legibly.

Date of Request: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

\_\_\_\_\_

Requestor's Telephone: \_\_\_\_\_

I request ( ) review ( ) duplications (check as appropriate) of the following records.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that I am a resident of the United States of America.

\_\_\_\_\_  
Signature of Requester

This request may be submitted in person, by mail, by facsimile or e-mail to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BOROUGH OF BIRDSBORO  
DENIAL OF REQUEST TO REVIEW AND/OR DUPLICATE**

Date of Denial: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

Re: Denial of Request to Review and/or Duplicate \_\_\_\_\_

Date of Request: \_\_\_\_\_

Dear \_\_\_\_\_:

Please be advised that your request to review/duplicate the following records:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

has been denied for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This denial is based upon the following legal authority:

\_\_\_\_\_

You have the right to appeal this decision. If you appeal, you must within fifteen (15) days of the notice of denial or deemed denial, file an appeal with the Commonwealth of Pennsylvania, Department of Community & Economic Development, and Office of Open Records. The appeal shall state the grounds upon which the requester asserts that the record is a public record and shall address any grounds stated by the Borough for delaying or denying the request.

\_\_\_\_\_  
Borough of Birdsboro  
Open Records Officer