

BRIGHTON TOWNSHIP
Right-to-Know Policy

Open Records Officer

The Township hereby designates Bryan K. Dehart, Township Manager, as the Township Open Records Officer for non-police related documents and Howard Blinn, Chief of Police, as the Township Open Records Officer for police records. Richard Gianvito is designated as an alternate Open Records Officer for police records. The Open Records Officer(s) may be reached at:

Brighton Township Municipal Building
1300 Brighton Road, Beaver, PA 15009
Phone: (724) 774-4800
Fax : (724) 774-3565
E-Mail: brightontwp@brightontwp.org

Police Phone: (724) 728-1134
Police FAX: (724) 774-4013
Police Email: police@brightontwp.org

General

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

Requests

Requests shall be made in writing to the Township Open Records Officer(s) on a form provided by the Township. The form is available on the Applications & Forms Page of the Township website www.brightontwp.org. Requests for records should be specific and concise, and clearly identify as precisely as possible the record(s) sought.

Fees

Paper copies shall be 25 cents per page per side black & white, and 25 cents per page per side color ink. The certification of a record is \$1 per record. Specialized documents including, but not limited to blue prints, color copies, and non-standard sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. The Township shall require prepayment if the total fees are estimated to exceed \$100. Police Reports are \$15.00 per copy.

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. Failure to respond within five (5) business days of receipt of the written request shall be deemed a denial.

If access to a record is denied, the response shall include a reason for denial as stipulated in Act 3 of 2008, 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 Executive Director, Office of Open Records, Commonwealth Keystone Building 400 North Street, Plaza Level Harrisburg, PA 17120-0225. An appeal must include a copy of the request and the Township's response.


Appeals of criminal records shall be made to the District Attorney of Beaver County, 810 Third Avenue, Beaver, PA 15009.

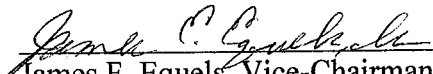
Appeals Process

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 12th day of February, 2018 by the Brighton Township Board of Supervisors.

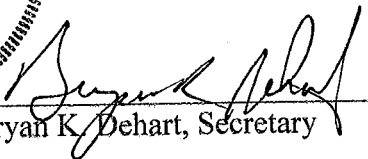
BRIGHTON TOWNSHIP
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