



AVONDALE BOROUGH RIGHT-TO-KNOW POLICY

Open Records Officer

The Borough hereby designates Sharon Norris as the Borough's Open Records Officer. For requests related to the Borough's records, the Open Records Officer may be reached as follows:

Avondale Borough
ATTN: Sharon Norris, Administrator & Open Records Officer
110 Pomeroy Avenue
P.O. Box 247
Avondale, PA 19311
610-268-8501, administrator@avondaleboro.net

Any updates to the designated Open Records Officer or alternates can also be found on the Borough's website at <https://avondaleboro.net/government/open-records/>

General

Public records shall be available for inspection, retrieval, and duplication at the Borough office during normal business hours as posted on the Borough's website, with the exception of Borough-designated holidays.

Requests

Requests shall be made in writing to the Borough's Open Records Officer using the [Standard Right-to-Know Law Request Form](#). Requests submitted on the Standard Right-to-Know Request form issued by the Pennsylvania Office of Open Records (OOR) will also be accepted. Anonymous or verbal requests will not be processed.

Fees

Please refer to the Borough's Fee Schedule (may include additional fees as appropriate or refer to/incorporate the OOR's Fee Schedule)

Response

The Open Records Officer shall make a good-faith effort to provide the requested public record(s) as promptly as possible and within the RTKL's five business day timeframe. If the

Open Records Officer cannot do so within five business days, he/she is permitted to exercise a 30-day extension upon notifying the requester. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original documents while taking reasonable measures to protect original documents from the possibility of theft, damage, and/or modification. If the request is denied, the Open Records Officer will send the requester a letter stating 1) a description of the record requested; 2) the specific reasons for the denial, including a citation of supporting legal authority; 3) contact information for the Open Records Officer; 4) the date of the response; and 5) the procedure to appeal the denial.

Contact Information for Appeals

If a written request is denied, the requester has the right to file an appeal in writing to Executive Director, Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101. Appeals of criminal records shall be made to the District Attorney of Chester County.

Appeals Process

Appeals must be filed within 15 business days of the mailing date of the Borough's response. Please note that a copy of the requester's original request and the Borough's denial letter must be included when filing an appeal. The law requires an appeal to include reasons why the record is a public record and to address the reasons for denial that the Borough stated in its denial letter. Visit the OOR's website at www.openrecords.pa.gov for additional information on filing an appeal.

To the extent any of the above procedures are inconsistent with any future updates to the Right-to-Know Law and established policies of the OOR, the most updated law and policies of the OOR shall be adhered to and adopted herein.