

**SHREWSBURY TOWNSHIP**  
York County, Pennsylvania

**OPEN RECORDS – RESEARCH RULES**

Hours: Monday – Thursday 8:00 AM to 3:30 PM  
Friday 8:00 AM to 11:30 PM

Researchers will be asked to read and agree to abide by the following rules. The township office is dedicated to preserving all the records of Shrewsbury Township; in order to continue to keep these records safe and preserve them for the future, the following rules need to be followed when reviewing Township records.

- All persons must register at the front counter upon entering the Township office, and provide the following prior to reviewing Township files: name, address, phone number, and photo identification.
- All personal items (purses, bags, briefcases, enclosed notebooks, weapons, etc.) must be locked in a file drawer. All coats must be hung on the coat rack. One notebook with reference material may be brought to the table. Township staff reserves the right to search any notebook prior to leaving the Township office.
- Pencils must be used while researching Township records. Other writing utensils will cause irreversible damage to original documents.
- Please do not rearrange, mark, or otherwise alter material provided by the Township. If you feel an entry is in error please bring it to a staff member's attention.
- No files will be pulled after 3:15 p.m. Monday through Thursday and 11:15 a.m. Friday.
- Cell phones must be on silent mode and may not be used while researching records, except for the purpose of photographing records.
- Food and drinks are not permitted at the research table.
- Township staff will make all copies. The Township may determine that a document may not be safely copied due to the condition of the record. If a document is unable to be photocopied, the researcher is welcome to hand-transcribe. Large documents, such as subdivision or land developments plans, can be reproduced off premises by Township staff and provided to the researcher at a later date.
- Researchers may use laptop computers, cameras, personal copiers, scanners, tape recorders and other such recording devices is permissible, provided it does not risk damaging the record.
- Records must be handled with care at all times. Records should be kept flat on the table. If help is needed handling a document, Township staff is available for assistance.
- Children under the age of sixteen (16) must be kept under parental supervision at all times. Children may not touch or handle original documents.
- Under no circumstances are any materials to be removed from the Township Office.
- Violators will be detained and prosecuted under Pennsylvania Act 95 of 1982 (Libraries/Archives Security Act).

Shrewsbury Township welcomes the public to use the Township's records. Township staff is available to assist. If the above rules and policies are not followed, the Township reserves the right to take appropriate action, including the suspension of research privileges.

**SHREWSBURY TOWNSHIP**  
**York County, Pennsylvania**

**OPEN RECORDS POLICY**

The purpose of this policy is to provide guidelines that conform to the requirements of Act 3 of 2008 commonly known as the "Open Records Law," which fundamentally changes the "Right to Know Law".

**I. GENERAL**

- A. All documents deemed public records shall be available for inspection, duplication, and retrieval at the Shrewsbury Township Administrative Building, 11505 Susquehanna Trail South, Glen Rock, PA 17327, during established business hours, excluding weekends and recognized holidays.
- B. The Township's Open Records Officer, as designated by the Township and pursuant to the Act, will be responsible for receiving, tracking, and responding to Open Records requests. In the absence or unavailability of the Open Records Officer, another employee of the Township may act as the Deputy Open Records Officer.

**II. REQUESTS**

- A. All Open Records Requests for the Township are to be addressed to the Open Records Officer, and may be submitted in person, by mail, by facsimile, or email. Written requests shall be addressed to Shrewsbury Township Open Records Officer, 11505 Susquehanna Trail South, Glen Rock, PA, 17327. The applicable facsimile number for requests is (717)227-0662. The email address for requests is [manager@shrewsburytownship.org](mailto:manager@shrewsburytownship.org).
- B. Shrewsbury Township will not respond to oral or anonymous requests.
- C. Each written request shall include the name of the Requester and the address to which the Township should address its response. The request should also identify or describe the records sought with sufficient specificity to enable the township to ascertain which records are being requested.
  - 1. The request may be submitted using the Open Records Request Form provided by the Township, and may be obtained at the Township Office or on the Township website ([www.shrewsburytownship.org](http://www.shrewsburytownship.org)).
  - 2. The Requester must be a resident of the United States. In determining whether the Requester meets this requirement, the applicable Open Records Officer may, in his or her discretion, require that the Requester produce photographic identification such as a driver's license, showing an address.
- D. Upon receiving a written Open Records Request, the applicable Open Records Officer will:
  - 1. Date-stamp the request.
  - 2. Assign a tracking number to the request.
  - 3. Compute and make a notation of the date by which a response must be provided.
    - a) Shrewsbury Township will make a good faith effort to determine if the requested record is a public record and respond as promptly as possible under the circumstances existing at the time of the request and that this time

- D. The Act provides circumstances in which the Township can obtain an extension of time in which to provide a final response to a request. The Township must provide the Requester with written notice that additional time will be required. This notice is referred to as an "interim response".
  - 1. Single extensions of time may not exceed thirty (30) calendar days. Notification to a Requester by the applicable Open Records Officer that it needs more than the maximum thirty (30) calendar days, acts as a deemed denial.
  - 2. If an extension is invoked and then there is no timely final response, the Open Records request is deemed denied.
- E. Written Final Responses may be one of three (3) types:
  - 1. The Township grants the entire request.
  - 2. The Township refuses the entire request.
  - 3. The Township grants part of the request and refuses the remainder.
- F. Final responses that deny requests in whole or in part will list all of the specific reasons relied on by the Township for denying the request and will include one or more citations of support authority. The response shall also contain a notice informing the name and mailing address of the Open Records appeal Office.
- G. Inaction by the Township is not a response even when it results in deemed denial.

#### **IV. APPEALS**

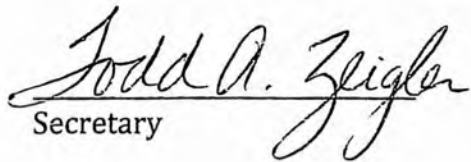
- A. If a written request for access to records is denied in whole or in part or deemed denied, the Requester may file an appeal with the Office of Open Records within fifteen (15) business days of the mailing date of the Township's Open Records Officer's response or within fifteen (15) days of a deemed denial.
- B. The appeal should state the grounds upon which the Requester asserts that the record is a public record, legislative record or financial record and shall address any grounds stated by the Township's Open Records Officer for delaying or denying the request.
- C. The Office of Open Records will appoint appeals officers, and adopt appeal procedures. Requester should contact the Office of Open Records, Commonwealth Keystone Building, 400 North Street - 4<sup>th</sup> Floor, Plaza Level, Harrisburg, PA 17120-0225. The Office of Open Records may also be contacted via facsimile to 717-425-5343 or via email to [openrecords@pa.gov](mailto:openrecords@pa.gov) as a Microsoft Word or PDF attachment.
- D. Where the Office of Open Record's final determination upholds the refusal of access to a document, the Requester may, within thirty (30) calendar days of the mailing date of that final determination, file a Petition for Review in Commonwealth Court.
- E. Either party may file a Petition of Review of the written decision of the Appeals Officer within thirty (30) days of the mailing date of the written decision with the York County Court of Common Pleas.
- F. Additional Open Records information can be found on Office of Open Records website at <http://openrecords.state.pa.us>

This policy supersedes any and all previously adopted Open Records Policies.

ADOPTED this 4<sup>th</sup> day of September, 2013.

ATTEST:

SHREWSBURY TOWNSHIP  
BOARD OF SUPERVISORS

  
Secretary

  
Chair