

Town of Bloomsburg
Open Records Law as Amended (Act 3 of 2008)
Public Notice

A. Requests for Public Records

1. Public Records will *normally* be available for inspection and copying at the Town Hall during normal business hours Monday through Friday except holidays.
2. All requests for Public Records shall be in writing on a Public Record/Duplication Request form provided by the Town and directed to the Open Records Officer, Carol Mas, Town Administrator. **The Open Records Officer for the Town of Bloomsburg Police Department is the Chief of Police, Leo V. Sokoloski.**
3. Written requests shall include the name & address of the requester and a clear and specific description of the records requested.
4. The Town will not place a limitation on the number of public records which may be requested or made available or require the requestor to disclose the purpose or motive for requesting access to the public record.

B. Definition of a Public Record

Any account voucher or contract dealing with the receipt or disbursement of funds by the Town or its acquisition, use or disposal of services or of supplies, materials, equipment or other property and any minute order or decisions.

C. Fees for Copies & Other Media

1. Paper copies will be \$0.25 per page per side.
2. The cost of postage will be charged if mailing is requested.
3. Diskettes or a CD will be \$1.00 each if requested.
4. A maximum of 10 pages may be faxed at no charge, requests exceeding 10 pages must be picked-up or mailed.
5. True and Correct Certifications will be \$10.00 if requested.
6. If additional costs are incurred with any requests, other reasonable fees may be assessed. Such costs may be assessed when custodial responsibilities are required during the review of a record to assure that the records are not tampered with or removed from the Town files. Custodial fees will be charged out of necessity incurs costs at 1.0 times the Open Record Officers normal rate of pay calculated on an hourly basis at fifteen (15) minute intervals rounded to the next higher interval.
7. Payment must be received in advance for requests that are estimated to be \$100 or more in order for the request to be filled. The Town will review the request and estimate the fees for the requestor and will require a deposit in the amount of the estimated fees but will refund any excess deposit upon completion of the request.
8. The Town may waive fees for a duplicate record including but not limited to when the requester duplicated the public record or it is in the public interest to do so or at its discretion.

D. Response to Records Request

The Town's Open Records Officer will make a good faith effort to provide the requested public record if the record requested is a public record and to respond as promptly as possible under the existing at the time of the request, but shall not exceed five (5) business days from the date of the written request is received by the Town.

E. Town of Bloomsburg's Policy Available for Review

The Town's Amended Open Records Policy, adopted by Town Council of the Town of Bloomsburg by Resolution 12-08-08-01 on December 8, 2008, is available for review in it's entirety at the Office of the Town Administrator, Town Hall, 301 E. Second Street, Bloomsburg, PA 17815.