**Town of Bloomsburg**

**Open Records Law (Act 3 of 2008)**

**Public Notice**

1. **Requests for Public Records**
2. Public records will be available for inspection and copying at the Town Hall during normal business hours, Monday through Friday, 8:00 AM to 4:00 PM, with the exception of holidays.
3. All requests for public records shall be in writing on a Records Request Form and directed to the Agency Open Records Officer (AORO) Tracy Lanzafame, 301 E. 2nd Street Bloomsburg, PA 570-784-7123 x119.
4. Written requests shall be on a form provided by the Town or the Uniform Request Form from the AORO and shall include the date of the request, the name and address of the requester and a clear and specific description of the records requested.
5. The Town may not place a limitation on the number of public records which may be requested or made available, or require the requester to disclose the purpose or motive for requesting access to the public record.
6. **Defining a Public Record**

Any information regardless of its physical form or character that documents a transaction or activity of an agency and is created, received or retained pursuant to law or in connection with a transaction, business or activity of an agency.

1. **Fees for Copies and Other Media**
2. Paper copies will be $0.25 per page per side.
3. The cost of postage will be charged, if mailing is requested.
4. Enhanced electronic access fees may be assessed if requested. 1307(e)
5. A maximum of 10 pages will be faxed at no charge. Requests exceeding 10 pages must be picked up or mailed.
6. “True and Correct Certification” will be $10.00, if requested. 1307(c)
7. If additional costs are incurred to comply with any request, other reasonable fees may be assessed. 1307(b)
8. 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 requester, and will require a deposit in the amount of the estimated fees, but will refund any excess deposit upon completion of the request.
9. The Town may waive the fees for duplication of a public record when the Town deems it is in the public interest to do so, or at their discretion.
10. **Response to Record Requests**
11. The Town’s staff will make a good faith effort to provide the requested public records as promptly as feasible.
12. The AORO, shall review all written requests for access to public records.
13. As soon as possible, but no later than five (5) business days after receiving a written request to access public records, the AORO, shall respond to the request in accordance with the requirements of Act 3 of 2008, the Open Records Law.
14. Appeals to request responses should be done in writing to the Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120.
15. **Town of Bloomsburg’s Policy Available for Review**
16. The Town’s Open Records Policy, adopted by the Town of Bloomsburg by Resolution 12-09-02.01 on December 9, 2002, is available for review in its entirety at the Town Hall, 301 E. 2nd Street, Bloomsburg, PA 17815.