

**RESOLUTION NO. 2621**

**A RESOLUTION OF THE BOARD OF SUPERVISORS BUCKINGHAM  
TOWNSHIP, BUCKS COUNTY, PENNSYLVANIA, REPLACING RESOLUTION  
2067, APPOINTING AN OPEN RECORDS OFFICER AND ADOPTING  
REVISED WRITTEN POLICIES AND REGULATIONS UNDER THE  
RIGHT-TO-KNOW LAW**

**WHEREAS**, the Pennsylvania legislature passed Act No. 3 of 2008 enacting a new Right to Know Law, 65 P.S. § 67.101 *et seq.*; and

**WHEREAS**, the new Right to Know Law was signed into law by the Governor on February 14, 2008 and will take effect on January 1, 2009; and

**WHEREAS**, the new Right to Know Law requires at 65 P.S. § 67.502 that the Township appoint an Open Records Officer and provide to the Office of Open Records via email to [OROregistration@state.pa.us](mailto:OROregistration@state.pa.us) or fax (717) 425-5343:

- The Township's name,
- The name of the Township's open records officer, and
- The Township's address, phone number, fax number, and email address; and

**WHEREAS**, the new Right to Know Law permits, at 65 P.S. § 67.504, that the Township may promulgate written policies and regulations necessary to implement the Right-to-Know Law; and

**WHEREAS**, the Township has received and continues to receive a plethora of Right to Know Requests, many of which seek Buckingham Township Police Department records that in whole or substantial part constitute civil or criminal investigations that do not constitute public records under applicable law; and

**WHEREAS**, the Township has determined that the Chief of Police is best able to review such Requests and determine whether the Police Department has public records responsive thereto; and

**WHEREAS**, after due consideration the Township has caused to be prepared the attached "Buckingham Township Right-to-Know Policy" and the fee schedule and other exhibits thereto for consideration of implementation by the Board of Supervisors,

**NOW THEREFORE THE BOARD OF SUPERVISORS OF BUCKINGHAM TOWNSHIP, BUCKS COUNTY, PENNSYLVANIA HEREBY RESOLVES AND DECLARES THIS SECOND DAY OF JANUARY 2024:**

THAT Township Manager, Dana Cozza, is hereby appointed the Open Records Officer for Buckingham Township and the Township staff is hereby directed to provide confirmation of this appointment to the Office of Open Records.

THAT the Township Chief of Police, is hereby appointed the adjunct Open Records Officer for Buckingham Township for all Right to Know Requests, that seek police department records and is hereby authorized to receive, review and respond on behalf of the Township to such requests; and

THAT in the event the Chief of Police determines certain requests are for "public records" as defined by the Right to Know Law and not subject to any "Exceptions for public records" as set forth at Section 708 of the Right to Know Law, then the Chief of Police shall review such determination with the Township Open Records Officer; and

THAT the Township staff is hereby directed to provide confirmation of the appointment, ex officio, of the Township Chief of Police as the adjunct Open Records Officer for Buckingham Township for all Right to Know Requests that seek police department records to the Office of Open Records; and

THAT the attached "Buckingham Township Right-to-Know Policy" and the fee schedule and other exhibits thereto is hereby adopted by Buckingham

Township as its policy implementing the Right to Know Act in accordance with 65 P.S. § 67.504;

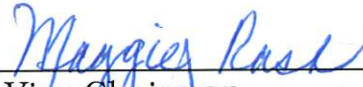
THAT the policies shall be conspicuously posted at the Township Building and may be made available on the Township's website.

THAT all prior Township Resolutions and Regulations implementing the prior and now repealed Right-to-Know Act (65 P.S. §66.1 et seq.) are hereby rescinded and superceded by this Resolution.

BUCKINGHAM TOWNSHIP  
BOARD OF SUPERVISORS



Chairman



Vice-Chairman



Member

Attest:

  
Township Manager

## **Buckingham Township Right-to-Know Policy**

### **A. Open Record Officer:**

The township hereby designates its Township Manager, as the township Open Records Officer.

The Open Records Officer may be reached at:

Address: Buckingham Township Manager  
P.O. Box 413  
4613 Hughesian Drive  
Buckingham, PA 18912

Telephone: 215-794-8834

Fax: 215-794-8837

Email: [contact@buckinghampa.org](mailto:contact@buckinghampa.org)

The Township Chief of Police, is hereby appointed, ex officio, the adjunct Open Records Officer for Buckingham Township for all Right to Know Requests, that seek police department records and is hereby authorized to receive, review and respond on behalf of the Township to such requests.

The adjunct Open Records Officer may be reached at:

Address: Chief of Police  
Buckingham Township Police Department  
P.O. Box 413  
4613 Hughesian Drive  
Buckingham, PA 18912

Telephone: 215-794-8834

Fax: 215-794-8837

Email: [contact@buckinghampa.org](mailto:contact@buckinghampa.org)

The Open Records Officers shall:

- Receive requests submitted to the Township;

- Direct requests to other appropriate persons within the Township;
- Track the Township's progress in responding to requests; and
- Issue interim and final responses under the Right-To-Know Act.
- Immediately refer all requests for criminal investigation records under the Open Records Act to the Open Records Officer of the District Attorney's Office at 100 North Main Street, Doylestown, PA 18901 in the following cases, regardless of whether the investigation is open, closed or disposed of by arrest of the suspect
  - Any Homicide case
  - Any Child Abuse case
  - Any Elderly Abuse case
  - Any Sexual Assault case
  - Any Arson case

**B. 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 4:00 p.m.) with the exception of weekends and holidays. The Township shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which the Township does not currently compile, maintain, format or organize the record.

The Township discourages communication concerning Township business via text message. Toward this end, the Township does not issue Township owned cell phones to Township elected officials and Township retained professional consultants and maintains no records of communication via personal cell phone or text message.

The Township retains Email messages in accordance with Township Resolution 2447 adopted April 28<sup>th</sup>, 2021.

In response to any request for text messages not maintained by the Township, or for email messages not maintained by the Township in

accordance with Township Resolution 2447, the Township open records officer shall contact agents within the Township's control, including third-party contractors, seeking potentially responsive records. If any such records are received, the Township open records officer shall review the records and assess their public nature under the Right to Know Law. If no such records are received, the Township open records officer shall advise the requestor that there are no responsive records within the Township's possession, custody, or control.

**C. Public Posting:**

The Following Information shall be posted in a publicly prominent place at the Buckingham Township Building and on the Township's internet website:

- Contact information for the open-records officer;
- Contact information for the Office of Open Records or other applicable appeals officer;
- A form which may be used to file a request;
- Regulations, policies and procedures of the Township relating to the Right-To-Know Act;
- The internet address of the Office of Open Records Website

**D. Requests:**

Requests shall be made in writing to the township Open Records Officer on a form provided by the township. (See attached form.)

**E. Fees**

Fees shall be in accordance with the attached fee schedule and may be amended from time to time by Resolution of the Buckingham Township Board of Supervisors.

**F. Response**

Buckingham 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.

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.

Form response letters granting the request, denying the request, and granting the request in part and denying the request in part are attached to these policies.

**G. Contact Information for Appeals**

If a written request is denied or deemed denied, the requester may file an appeal in writing to the Commonwealth of Pennsylvania, Office of Open Records, 333 Market Street, 16<sup>th</sup> Floor, Harrisburg, PA 17101-2234.

Appeals of criminal records shall be made to the District Attorney of Bucks County. The Bucks County District Attorney may be reached at:

Address: Office of the District Attorney  
Bucks County Courthouse  
100 North Main Street  
Doylestown, PA 18901

Telephone: 215-348-6344  
Fax: 215-348-6299

**H. 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 record(s) is (are) a public record and shall address any grounds stated by the township for delaying or denying the request.

### Fee Schedule

<u>RECORD TYPE</u>		<u>FEE</u>
<b>Copies:</b> (A "photocopy" is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5" x 11" page)		25¢ per page
<b>Certification of a Record:</b>		\$1 per record, not per page. Please note that certification fees do not include notarization fees.
<b>Specialized documents:</b> For example, but not limited to, blue prints, color copies, non-standard sized documents		Actual Cost
<b>Facsimile/Microfiche/Other Media:</b>		Actual Cost
<b>Redaction Fee:</b>		No Redaction Fee May be Imposed
<b>Conversion to Paper:</b>		If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium. (Sec. 1307(e)).
<b>Postage Fees:</b>		Fees for Postage May Not Exceed the Actual Cost of Mailing



**Please also note:**

**Prepayment:** Prior to granting a request for access in accordance with this Act, the Township may require a requester to prepay an estimate of the fees authorized hereunder if the fees required to fulfill the request are expected to exceed \$100. Once the request is fulfilled and prepared for release, the Township may require payment for the cost of the records prior to releasing the records.

**Statutory Fees:** If a separate statute authorizes the Township to charge a set amount for a certain type of record, the Township may charge no more than that statutory amount. For example, the Police Department has the authority to charge up to \$15.00 per report for providing a copy of a vehicle accident report. 75 Pa.C.S. §3751 (b)(2).

**Inspection of Redacted Records:** If a requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the Township shall redact the non-public information. The Township may not charge the requester for the redaction. However, the Township may charge for the copies it must make of the redacted material in order for the requester to view the public record. The fee structure outlined above will apply. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee will be charged.

**Fee Limitations:** Except as otherwise provided by statute as noted above, **no other fees may be imposed** unless the Township necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for the Township's review of a record to determine whether the record is a public record, legislative record or financial record subject to access in accordance with the Right-To-Know Act. No fee may be charged for searching for or retrieval of documents. The Township may not charge staff time or salary for complying with a Right-To-Know request.

# STANDARD RIGHT-TO-KNOW REQUEST FORM



## Standard Right-to-Know Law Request Form

*Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.*

SUBMITTED TO AGENCY NAME: \_\_\_\_\_ (Attn: AORO)

Date of Request: \_\_\_\_\_ Submitted via:  Email  U.S. Mail  Fax  In Person

### PERSON MAKING REQUEST:

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

**RECORDS REQUESTED:** *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

DO YOU WANT COPIES?  Yes, printed copies (*default if none are checked*)  
 Yes, electronic copies preferred if available  
 No, in-person inspection of records preferred (*may request copies later*)

Do you want **certified copies**?  Yes (*may be subject to additional costs*)  No  
*RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.*

Please notify me if fees associated with this request will be more than  \$100 (or)  \$\_\_\_\_\_.

### ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was:  Granted  Partially Granted & Denied  Denied Cost to Requester: \$\_\_\_\_\_

Appropriate third parties notified and given an opportunity to object to the release of requested records.

*NOTE: In most cases, a completed RTKL request form is a public record.  
More information about the RTKL is available at <https://www.openrecords.pa.gov>*

Form updated Feb. 3, 2020

**Right-To-Know Response Form**  
**Sample Denial**



**BUCKINGHAM TOWNSHIP**

P.O. Box 413, Buckingham, Pennsylvania 18912  
Phone (215) 794-8834 • Fax (215) 794-8837

Citizen Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Re: Information Request

Dear [**Citizen**],

Thank you for writing to Buckingham Township with your request for information pursuant to the Pennsylvania Right-To-Know law.

On [**Date received by Township**], you requested [**Describe information requested, or restate their request**]. Your request is denied for the following reasons, as permitted by Section 708 of the Act.

Buckingham Township has denied your request because [**describe specific type of information, such as medical records, academic transcripts or other exemption items**] is exempt from disclosure. [**Must cite applicable section of the RTK law. If precluded from release by some other state or federal law, rule or regulation, you must cite that legal authority.**]

You have a right to appeal this denial of information in writing. The Commonwealth of Pennsylvania, Office of Open Records, 333 Market Street, 16<sup>th</sup> Floor, Harrisburg, PA 17101-2234.

[**For Criminal Records**] appeal to the Office of the District Attorney, 100 North Main Street, Doylestown, PA 18901, Telephone: 215-348-6344

If you choose to file an appeal you must do so within 15 business days of the mailing date of the this response. (Section 1101.) If you have further questions, please call Dana Cozza, the Buckingham Township Open Records Officer. Please be advised that this correspondence will serve to close this record with our office as permitted by law.

Respectfully,

\_\_\_\_\_  
Dana Cozza, Buckingham Township Manager/ Open Records Officer  
P.O. Box 413, 4613 Hughesian Drive  
Buckingham, PA 18912

Telephone: 215-794-8834

**Right-To-Know Response Form**  
**Re: Sample Granted Request**



## BUCKINGHAM TOWNSHIP

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P.O. Box 413, Buckingham, Pennsylvania 18912  
Phone (215) 794-8834 • Fax (215) 794-8837

Citizen Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Re: Information Request

Dear [**Citizen**],

Thank you for writing to Buckingham Township with your request for information pursuant to the Pennsylvania Right- To-Know law.

On [**Insert date received by Township**], you requested documents that [**insert description of information requested, or restate their request**]. Your request is granted and the requested responsive documents are enclosed.

Respectfully,

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Dana Cozza  
Buckingham Township Manager/ Open Records Officer  
P.O. Box 413  
4613 Hughesian Drive  
Buckingham, PA 18912

Telephone: 215-794-8834

**Right-To-Know Response Form**  
**Re: Sample Granted in Part/  
Denied in Part**



**BUCKINGHAM TOWNSHIP**

P.O. Box 413, Buckingham, Pennsylvania 18912  
Phone (215) 794-8834 • Fax (215) 794-8837

Citizen Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Re: Information Request

Dear [**Citizen**],

Thank you for writing to Buckingham Township with your request for information pursuant to the Pennsylvania Right- To-Know law.

On [**date received by Township**], you requested [**description of information requested, or restate their request**]. Your request is granted in part and denied in part as follows. Your documents are enclosed.

However, Buckingham Township has withheld information that is exempt from disclosure by law. We redacted [**Describe redacted information: Examples....social security number, academic transcripts, medical information, or other exemptions**] as outlined in Section 708(b).

This information is exempt from disclosure under [**CITE applicable section of the law. If precluded from release by other state or federal law, rule or regulation, you must cite to that legal authority.**]

You have a right to appeal this denial of information in writing to the Commonwealth of Pennsylvania, Office of Open Records, 333 Market Street, 16<sup>th</sup> Floor, Harrisburg, PA 17101-2234.

[**For Criminal Records**] appeal to the Office of the District Attorney, 100 North Main Street, Doylestown, PA 18901, Telephone: 215-348-6344

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Respectfully,

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Dana Cozza, Buckingham Township Manager/ Open Records Officer  
P.O. Box 413, 4613 Hughesian Drive  
Buckingham, PA 18912  
Telephone: 215-794-8834