

PUBLIC RECORDS ACCESS

Pursuant to the Right-To-Know Law, (Act 3 of 2008) (the "Act"), municipalities are required to make available for public inspection records which meet the generally outlined qualifications set forth in the Act. For more information regarding the Act, please contact the Commonwealth of Pennsylvania's Open Records at the Commonwealth keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225, (717) 346-9903. They can also be reached at the following website <http://openrecords.state.pa.us>.

Requests for public records can be made by completing and submitting the Township's Records Request Form which can be found at www.easthempfield.org.

East Hempfield Township will also accept the forms supplied for making such requests by the Commonwealth Office of Public Records. All such requests should be submitted to the East Hempfield Township Open Records Officer, Betsy Shiffler, by mail to 1700 Nissley Rd. Landisville, Pa. 17538. The Township will reply to your request in the manner required by the Act. If you have questions about open records, you may contact the Township Open Records Officer at (717) 898-3100 Ext. 223.

If your request is denied and relates to public records other than records relating to criminal investigations, appeals should be submitted to Commonwealth of Pennsylvania, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120-0225. These appeals will be heard by officers of the Office of Public Records.

If your request is denied and relates to records regarding criminal investigations, appeals should be submitted to Lancaster County District Attorney's Right to Know Appeals Officer, 50 North Duke Street, PO Box 83480, Lancaster, PA 17608-3480.

All appeals must be in writing, must state the grounds upon which the requestor asserts that the requested records is a public record and must address any grounds stated by the Township for delaying or denying the request. All appeals must be filed within 15 business days of the mailing date of the East Hempfield Township notice of denial or a deemed denial as defined in the Act. All appeals will be handled in accordance with the Act.