



Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date Request Submitted: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Full Name: _____

Company (if applicable): _____

Please send response via: Email U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

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

By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.

RECORDS REQUESTED: Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.

Form continues on page 2. Retain a copy of both pages.

RECORDS REQUESTED (continued):

DO YOU WANT COPIES? Yes, printed Yes, electronic No, in-person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the [Official RTKL Fee Schedule](#) for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than \$100 (or) \$_____.

Do you want [certified copies](#)? Yes (may be subject to additional costs) No

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.

Retain a copy of both pages of this Form.

**BOROUGH OF PENNDEL
RESOLUTION NO. 2025-6**

**RESOLUTION OF THE BOROUGH OF PENNDEL, BUCKS COUNTY,
PENNSYLVANIA, REVISING THE BOROUGH'S OPEN RECORDS POLICY UNDER
PENNSYLVANIA'S RIGHT-TO-KNOW LAW, 65 P.S. § 67.101, ET SEQ.**

WHEREAS, the Pennsylvania General Assembly enacted Act 3 of 2008, Pennsylvania's Right-to-Know Law, 65 P.S. §67.101, *et seq.* ("RTKL") which, pursuant to 65 P.S. §§67.502(a), 67.504(a), requires a local agency to designate an Agency Open Records Officer and permits a local agency to promulgate an Open Records Policy to implement the provisions of the RTKL; and,

WHEREAS, on December 1, 2008, the Borough of Penndel adopted Resolution No. 2008-4 establishing an Open Records Policy pursuant to the RTKL, 65 P.S. §67.504(a);

WHEREAS, the Borough of Penndel wishes to update and revise its Open Records Policy to reflect the guidance and best practices recommended by the Pennsylvania Office of Open Records.

NOW THEREFORE, be it **RESOLVED** that the Council of the Borough of Penndel hereby approves and adopts the following updated and revised Open Records Policy:

OPEN RECORD POLICY OF THE BOROUGH OF PENNDEL

SECTION 1: PURPOSE. The purpose of this policy is to assure compliance with Pennsylvania's Right-to-Know Law, 65 P.S. §101, *et seq.* ("RTKL"), and: to provide access to the public records of Penndel Borough; to preserve the integrity of Penndel Borough's records; and, to minimize the financial impact to the residents of the Borough regarding the resources utilized in the receipt and processing of public record requests and the retrieval and copying of public records.

SECTION 2: AUTHORITY. Penndel Borough adopts this policy pursuant to the RTKL, 65 P.S. § 67.504(a). This policy shall be made available to the public at its administrative office and on its public website, along with the most current RTKL Uniform Request Form as promulgated by the Office of Open Records. See 65 P.S. § 67.504(b)

SECTION 3: DEFINITIONS. All of the definitions set forth in the RTKL are incorporated into this policy by reference. See 65 P.S. § 67.102. In addition, the following definitions shall apply:

Agency Open Records Officer ("AORO"): The Agency Open Records Officer designated by Penndel Borough.

Business day: The regular business hours of Penndel Borough are Monday through Friday, from 9:00 AM to 12:00 PM and 1:00 PM TO 5:00 PM. Business days exclude Saturday, Sunday, and any weekday on which the Borough office is closed for business.

SECTION 4: DESIGNATION OF AGENCY OPEN RECORDS OFFICER. Penndel Borough appoints and designates the Borough Secretary as the AORO, responsible for assuring compliance with the RTKL. The AORO may designate Borough employees, as needed, to assist in processing public record requests. Further, the presence of the AORO or a designated employee is required when public records of Penndel Borough are examined or inspected in-person.

The AORO is responsible for minimizing, where possible, the financial impact to Penndel Borough regarding the resources utilized in the receipt and processing of public record requests and the retrieval and copying of the public records.

SECTION 5: AGENCY WEBSITE. Penndel Borough maintains a public website at <https://penndelboro.com/>. The following information shall also be posted on Penndel Borough’s website: AORO contact information; contact information for the Office of Open Records, and the applicable (and current) appeals officer for requests involving criminal records; the most current Standard Right-to-Know Law Request Form of the Office of Open Records and/or the Borough’s own RTKL Request Form; and a copy of this policy. See 65 P.S. § 67.504(b) (relating to agency posting requirements under the RTKL).

SECTION 6: SUBMITTING A RTKL REQUEST TO PENNDEL BOROUGH.

The contact information and mailing address for the Penndel Borough’s AORO is:

Name of AORO:	
Alternate AORO:	
By mail:	Penndel Borough Open Records Officer 300 Bellevue Avenue Penndel, PA 19047
In-person:	Borough Hall 300 Bellevue Avenue Penndel, PA 19047
Phone:	215-757-5152
Fax:	
Email:	

The contact information for the AORO, and directions for electronically submitting a RTKL request, shall also be posted on the Borough website.

A. Request.

All requests must be submitted in writing and addressed to the Borough's AORO using the Borough's RTKL request form posted on the Borough's website or the most current Standard Right-to-Know Law Request Form published by the Office of Open Records. If a requester chooses not to use the Borough's request form or the Standard Right to Know request form, the request will be considered an informal request and not subject to the RTKL. Accordingly, the requester will not be able to pursue the relief and remedies provided for by the RTKL.

To allow the Borough to locate requested records and determine whether those records are public, requests for records should be specific and concise and clearly identify as precisely as possible the records being sought. See 65 P.S. § 67.703. Requesters also should clearly indicate the preferred method of access to the records requested – by paper copies, electronic copies or by in-person inspection.

Requesters should retain a copy of the RTKL request submitted to the Borough for their file, as a copy of the request is necessary should a requester file an appeal from the Borough's response.

The Borough will not respond to verbal requests for records. Verbal requests for records are not subject to any remedies under the RTKL.

B. Receipt of the request.

For the purpose of calculating the response deadline, Penndel Borough is deemed to have received the request on the business day that the AORO receives the request. See 65 P.S. §67.901. Any request that is received by the Borough after the close of regular business hours shall be deemed to be received on the next business day. If the request is received by a Borough employee other than the AORO, the request will be forwarded to AORO as soon as practical.

C. Certification and Anonymous Requests.

Penndel Borough will not respond to requests from any person or agency that does not meet the definition of "requester." See 65 P.S. § 67.102. A requester must be a legal resident of the United States. The requester must affirm that the provided name and contact information are true and correct and that the requester is a legal resident of the United States. Failure to provide this affirmation may result in the denial of the RTKL request.

Penndel Borough will not accept, respond to nor provide records in response to an anonymous request for records.

SECTION 7: AGENCY RESPONSE

A. Response period generally.

Penndel Borough's AORO has five (5) business days to respond to a request for records under the RTKL. If the AORO does not respond, the request is considered "deemed denied," and a requester's appeal rights commence.

B. Extension of time for response.

Penndel Borough's AORO is permitted to take up to an additional 30 calendar days to respond to any RTKL request for the reasons set forth in Section 902 of the RTKL. *See* 65 P.S. §67.902. If the AORO invokes an extension, the AORO will inform the requester in writing, in accordance with the requirements set forth in Section 902(b)(2) of the RTKL, 65 P.S. §67.902(b)(2).

C. Requester's agreement to extend the response period.

The requester may agree, in writing, to extend Penndel Borough's response period beyond the 30-day extension period. *See* 65 P.S. §67.902(b)(2). The requester must agree to the additional extension during the initial 5 business-day response period or during the extension period taken by the Borough under 65 P.S. §67.902(b)(2), whichever is applicable.

D. Trade secrets.

If a request involves records provided to Penndel Borough by a third party and the third party previously provided the Borough with a written statement that the record contains a trade secret or confidential proprietary information, the AORO shall provide notice to the third party. *See* 65 P.S. § 67.707(b).

E. Final response.

Penndel Borough may grant a request, partially grant and partially deny a request, or deny a request in its entirety. The final response of the Borough to the RTKL request will be in writing. Should the Borough fail to issue a response within the applicable response period, the request is deemed denied. *See* 65 P.S. § 67.901.

1. Granting access to records.

Penndel Borough may grant a request for records by issuing a response: (1) granting access to inspect Borough records during the Borough's regular business hours; (2) sending copies of the records – by mail or by electronic means -- to the requester; or (3) by notifying the requester that the records are available on the Borough's website or other publicly accessible electronic means. *See* 65 P.S. §§ 67.701(a), 67.704.

2. Denying or partially denying access to records.

Should Penndel Borough deny or partially deny a request for records through redaction or otherwise, the Borough's AORO will inform the requester of the denial or partial denial in writing. The response will describe the requested records, inform the requester that the Borough does not possess the responsive records or, if the records are exempt from public access, provide a citation to the relevant legal basis for withholding the requested records. See 65 P.S. § 67.903. Additionally, the response will provide the name, signature, title, business address and telephone number of the AORO who denied the request, as well as the date of the response and the procedure to appeal the denial. See 65 P.S. § 67.903.

F. Fees.

The AORO shall charge reasonable fees for the duplication of Penndel Borough's public records consistent with the fee schedule set by the Office of Open Records and available at <https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm>. The Borough may, in its discretion, choose to waive some or all of the fees owed on a case-by-case basis.

SECTION 7: RTKL APPEALS

A. Generally.

A requester has the right to file an appeal from the denial, partial denial, or deemed denial of a request for Borough records. To file an appeal, the requester may use the online appeal form of the Office of Open Records, available at <http://www.openrecords.pa.gov/Appeals/AppealForm.cfm>, or by forwarding an appeal, in writing, to the Office of Open Records at the following address:

Office of Open Records
Commonwealth of Pennsylvania
333 Market St., 16th Floor
Harrisburg, PA 17101-2234
openrecords@pa.gov

B. Criminal Investigative Records

To challenge the denial of a request or portion of a request on the basis that records were withheld because they are related to criminal investigative records, a written appeal must be submitted and addressed to the following:

Bucks County District Attorney's Office
 Attn: Open Records Appeal Officer
 100 North Main Street, 2nd Floor
 Doylestown, PA 18901
 (P) #215-348-6344

C. Requirements of an appeal.

All appeals must be filed within 15 business days of the mailing date of the Borough's denial, partial denial, or deemed denial of the RTKL request. All appeals must be in writing and must include the following information: the grounds upon which the requester asserts that the requested records are public records; any grounds stated by the Borough for denying the request; and, a copy of the RTKL request, any notice of extension of time taken by the Borough and the Borough's response, if any. See 65 P.S. §67.1101(a)(1).

SECTION 8: RECORDS RETENTION

Once a RTKL request is received, the Borough shall maintain, preserve, retain, protect, and not destroy any and all records, both electronic and hard copy, that are potentially responsive to the request until such time as the request is fulfilled and all associated appeals are resolved.

SECTION 9: REPEALER

Any Resolution, or part of a Resolution, which conflicts with this Resolution is hereby repealed insofar as the same affects this Resolution.

SECTION 10: SEVERABILITY

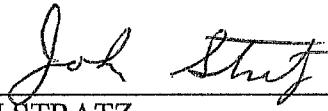
If any sentence, clause, section, or part of this Resolution is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Resolution. It is hereby declared as the intent of the Penn del Borough Council that this Resolution would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

SECTION 9: EFFECTIVE DATE

This Resolution shall become effective immediately.

RESOLVED AND DULY ADOPTED this 21st day of April, 2025, by the Council of the Borough of Penndel, Bucks County, Pennsylvania.

BOROUGH OF PENNDEL

BY: 
JOHN STRATZ
PRESIDENT OF COUNCIL

ATTEST: 
SECRETARY

EXAMINED AND APPROVED this 21st day of April, 2025:

BY: 
TOM SODANO
MAYOR

ATTEST: 
SECRETARY