

Middle Smithfield Township Open Record Policy

Middle Smithfield Township Open Records Policy Requests Public records will be available for inspection and copying at the Township Municipal Building during normal business hours, Monday through Friday, 8:00 AM to 4:00 PM, with the exception of holidays. Requests shall be in writing and directed to the Open Records Officer at the Township Municipal Building, 147 Municipal Drive, East Stroudsburg, PA 18302. Written or Email requests shall be on a form provided by the Township and shall include the date of the request, the name and address of the requester, and a clear description of the records sought including PIN # and Property Address if applicable.

Fees are \$0.25 for pages up to 8.5 x 14, \$0.50 for 11x17, \$3.00 for pages up to 36"x48", \$5.00 for anything larger. If mailing is requested, the cost of postage will be charged. The Township will require prepayment if the total fees are estimated to exceed \$100. Electronic copies are free of charge (pages larger than 11x17 are not available for electronic copies).

The Open Records Officer shall review all written requests for access to public records no later than five business days after they receive a written request to access public records.

You have a right to appeal any denial of information in writing to Erik Arneson, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120.

If you choose to file an appeal you must do so within 15 business days of the mailing date of the agency's response, as outlined in Section 1101. Please note that a copy of your original Right-to Know request and this denial letter must be included when filing an appeal. The law also requires that you state the reasons why the record is a public record and address the reasons the Agency denies your request.