

ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY
BERKS COUNTY, PENNSYLVANIA

Open Records Policy

Open Record Officer

The Ontelaunee Township Municipal Authority ("Authority") Open Records Officer,
Kelly Burdick, may be reached at:

Ontelaunee Township Municipal Authority
35 Ontelaunee Drive
Reading, PA 19605-7022
Phone: 610-916-3445 Fax: 484-671-2223
Email: Otmunicipalauthority@comcast.net

General

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Authority Building during established business hours, generally 9:00
A.M. to 3:00 P.M. on Monday, Tuesday, Wednesday, Thursday, and Friday
with the exception of holidays.

Requests

Requests shall be made in writing to the Authority Open Records Officer on a form provided by the Authority or the form provided by the Pennsylvania Office of Open Records. (See attached form)

Fees

Paper copies shall be 25 cents per page per side. The certification of a record is \$1 per record. Specialized documents including, but not limited to blue prints, color copies, and non-standard sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. The Authority shall require prepayment if the total fees are estimated to exceed \$100.

Response

The Authority 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 Authority documents while taking reasonable measure to protect authority 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

