

**RESOLUTION 2024-13**  
**RESOLUTION ESTABLISHING POLICIES TO RESPOND**  
**ANONYMOUS RIGHT-TO-KNOW REQUESTS**

**WHEREAS**, Pennsylvania’s Right-to-Know Law, Section 504 permits an agency to promulgate regulations and policies necessary for the agency to implement the Act;

**AND WHEREAS**, Pennsylvania’s Right-to-Know Law, Section 505, permits an agency to accept the uniform form developed by the Office of Open Records;

**AND WHEREAS**, Pennsylvania’s Right-to-Know Law, Section 702 gives agencies discretion to choose to provide records to anonymous requesters.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Board of Supervisors of Thornbury Township, Chester County, Pennsylvania, hereby requires that all Right-to-Know Requests must be submitted to the Township Open Records Officer (AORO) in writing, on the form developed by The Office of Open Records, which is provided to Requesters on the Township’s website; and

All Right-to-Know Requests must be from a “Requester” as defined in the Right-to-Know Law, Section 102 Definitions; and


No Requests made by an Anonymous Requester will be accepted. Requests must include the Requester’s legal name, mailing address (if applicable), and phone number as required on the Standard Right to Know Form.

**RESOLVED and ADOPTED** this day 17th of September 2024, by the Thornbury Township Board of Supervisors, Chester County, Pennsylvania.


**ATTEST:**

**THORNBURY TOWNSHIP, CHESTER COUNTY**  
**BOARD OF SUPERVISORS**

  
\_\_\_\_\_  
Judy Lizza,  
Township Manager

  
\_\_\_\_\_  
James Benoit, Chairman

\_\_\_\_\_  
Joseph Lisa, Vice Chairman

  
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Robert Wiggins, Supervisor

  
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Eric Burling, Supervisor

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Paul Manidis, Supervisor

## **Thornbury Township Right-to-Know Law Policy**

Thornbury Township, Chester County adopts this policy pursuant to Section 504(a) of the Right-to-Know Law, 65 P.S. §§ 67.101-67.3104. Thornbury Township has made this policy available to the public at its office along with the Office of Open Records Uniform Request Form.

### **Open Records Officer**

Thornbury Township hereby designates Judy Lizza as the Township's Open Records Officer. The Open Records Officer may be reached at 800 E Street Road, West Chester, PA 19382, 610-399-1425; [jlizza@thornburytp.com](mailto:jlizza@thornburytp.com)

### **General**

Public records shall be available for inspection, retrieval, and duplication at the Township office during normal business hours Monday through Friday, 9 AM – 3 PM, except for Township-designated holidays.

### **Requests**

Requests shall be made in writing to the Township's Open Records Officer on a form provided by the Pennsylvania Office of Open Records' Standard Right-to-Know Request Form. Anonymous or verbal requests will not be considered.

### **Fees**

Paper copies shall be \$.25 per page per side for black and white copies up to the first 1,000 pages and \$.20 beyond 1,000 pages and \$.50 for color copies. The certification of a record is \$5 per record. Specialized documents, including but not limited to blueprints, color copies, and nonstandard-sized documents, shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. All fees must be paid before documents are released. Prepayment is required if the total fees are estimated to exceed \$100.

### **Response**

The Open Records Officer shall make a good-faith effort to provide the requested public record(s) as promptly as possible and within the RTKL's five business day timeframe. If the Open Records Officer cannot do so within five business days, he/she is permitted to exercise a 30-day extension upon notifying the requester. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original documents while taking reasonable measures to protect original documents from the possibility of theft, damage, and/or modification. If the request is denied, the Open Records Officer will send the requester a letter stating: 1) a description of the record requested; 2) the specific reasons for the denial, including a

citation of supporting legal authority; 3) contact information for the Open Records Officer; 4) the date of the response; and 5) the procedure to appeal the denial.

### **Contact Information for Appeals**

If a written request is denied, the requester has the right to file an appeal in writing to Executive Director, Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101.

### **Appeals Process**

Appeals must be filed within 15 business days of the mailing date of the Township's response. Please note that a copy of the requester's original request and the Township's denial letter must be included when filing an appeal. The law requires an appeal to include reasons why the record is a public record and to address the reasons for denial that the Township stated in its denial letter. Visit the OOR's website at [www.openrecords.pa.gov](http://www.openrecords.pa.gov) for additional information on filing an appeal.