



HORSHAM LAND REDEVELOPMENT AUTHORITY OPEN RECORDS POLICY

As per PA Act 3 of 2008

REQUESTS:

Public records will be available for inspection and copying at the Township Municipal Building during normal business hours, Monday through Friday, 8:30 A.M. to 4:30 P.M., with exception of Holidays.

Requests shall be in writing and directed to the Right-To-Know Officer at the Township Municipal Building, 1025 Horsham Road, Horsham, PA 19044. Written requests shall be on a form provided by the Horsham Land Redevelopment Authority and shall include the date of the request, the name and address to which the response is to be sent, and a clear description of the records sought.

FEES:

Paper copies will be \$0.25 per page. If mailing is requested, the cost of postage will be charged. Fax copies will be available at cost of \$0.50 per page. Specialized documents, blue prints, color copies, non-standard sized documents, CD, Disk and any other media will be actual cost. If a Certification of Record is requested, a charge of \$1.00 will be added. The Authority will require prepayment if the total fees are estimated to exceed \$100.00.

RESPONSE:

The Horsham Land Redevelopment Authority will make a good faith effort to provide the requested public records as promptly as feasible. The Horsham Land Redevelopment Authority employees shall cooperate with those requesting to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft and/or modification. The Right-To-Know Officer shall review all written requests for access public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Right-To-Know Officer shall respond to all such requests in a manner consistent with Act 3 of 2008, the Right to Know Law.

APPEALS PROCESS:

If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the Commonwealth of Pennsylvania Office of Open Records within 15 business days of the mailing date of the response or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts that the record is a public record and shall address any grounds stated by the Township for denying the request.

Executive Director



**HORSHAM LAND REDEVELOPMENT AUTHORITY
RECORD REQUEST FORM**

Date Requested: _____

Request Submitted By: _____ **E-Mail** _____ **U.S. Mail:** _____ **Fax** _____ **In-Person**

Name of Requestor: _____

Street Address: _____

City/State: _____

Telephone : _____

Records Requested: Provide as much specific detail as possible. For additional space, use back of form.

Do you want copies? _____ Yes or _____ No
Do you want to inspect the records? _____ Yes or _____ No
Do you want certified copies of records? _____ Yes or _____ No

Instructions (circle one): **Pick-up** **Fax** **Mail** **CD** **E-Mail**

FOR OFFICE USE ONLY:

Date Rec'd by HLRA:	
Five (5) Day Response Due Date:	
Total cost for copies:	
Date Completed by Staff:	
Initials of Staff Member:	



HORSHAM LAND REDEVELOPMENT AUTHORITY
RECORD COPYING FEES
 As of May 20, 2015

Record Type	Fee
Photocopies:	
8.5" x 11" standard, single-sided, black and white	\$0.25 per page
8.5" x 11" standard, single-sided, color	\$0.35 per page
8.5" x 11" standard, double-sided, black and white	\$0.50 per sheet
8.5" x 11" standard, double-sided, color	\$0.70 per sheet
8.5" x 14" Legal, single-sided, black and white	\$0.35 per page
8.5" x 14" Legal, single-sided, color	\$0.50 per page
8.5" x 14" Legal, double-sided, black and white	\$0.75 per sheet
8.5" x 14" Legal, double-sided, color	\$1.00 per sheet
11" x 17" Ledger, single-sided, black and white	\$0.50 per page
11" x 17" Ledger, single-sided, color	\$0.75 per page
11" x 17" Ledger, double-sided, black and white	\$1.00 per sheet
11" x 17" Ledger, double-sided, color	\$1.25 per sheet
Facsimile copies:	\$0.50 per page
Certification of Record (does not include notarization fees)	\$1.00 per record not per page.
Specialized documents	Actual cost
CD's, DVD's, disk and other media	Actual cost
Staples as of 7/1/09 (prices subject to change):	
CD-R	\$1.00
CD-RW	\$2.50
Paper sleeve	\$0.50
Disk	\$1.50
CD/DVD Padded Mailing Envelope	\$0.80
Blue Prints, large sheets	Actual cost
Conlin's as of 7/1/09 (prices subject to change):	
Round trip	\$4.00
24 x 36, black & white	\$3.90
30 x 42, black & white	\$5.85
If not cash, minimum fee	\$10.00
Postage Fees:	Actual cost of mailing
Prepayment:	If fees are estimated to exceed \$100.00.