

# OPEN RECORDS POLICY

For Liverpool Borough  
P.O. Box M  
Liverpool, PA 17045  
Phone (717) 444-3194  
[lborough@pa.net](mailto:lborough@pa.net)

In accordance with the Governor's Office Management Directive 205.36, issued November 27, 2002 (regarding recent amendments to the Right to Know Law, 65 P.S. §66.1-66.9), requests for access to public records may be filed with the Right to Know Official identified as follows:

Tanuya Matter  
Treasurer/Secretary  
Borough of Liverpool  
P.O. Box M  
401 Locust Street  
Liverpool, PA 17045  
Phone (717) 444-3194

- Liverpool Borough will only accept requests for records in written form on the Standard Right-to-Know form provided by Liverpool Borough or available on the Open Records web site [www.openrecords.state.pa.us](http://www.openrecords.state.pa.us). Requests shall not be accepted through the use of telephone.
- Requests must be made between the normal business hours of 5:00 p.m. and 8:00 p.m., Monday evenings. Requests made by mail will be date stamped by the following business day.
- Fees incurred will be paid at the time of receipt of the documents requested.
- Fees for the requests are as follow:
  1. Copy fee - .25 cents per page.
  2. Certification of a Record - \$1 per record, not per page. (This fee does not include notarization)
  3. Specialized Documents such as blue prints, color copies, non-standard sized documents will be billed at the actual cost to Liverpool Borough.
  4. Electronic fees will be billed at the actual cost to the Liverpool Borough.
  5. Postage fees will be billed at the actual cost to Liverpool Borough.
  6. Prepayment may be required if the fees for the requested documents are estimated to exceed \$100.

- Inspection of records that contain both public and non-public information will be redacted of the non-public information.
- In accordance with the Right-to-Know law, all requests for documents will be responded to within 5 business days in the form of the document(s) requested or the denial and explanation of denial or a request for an extension of time with an explanation of the circumstances of the request.
- Exceptions to a decision by the Borough of Liverpool to deny access to records may be filed with the Right to Know Law Exceptions Official identified as follows:

Office of Open Records  
Commonwealth Keystone Building  
400 North Street  
Plaza Level  
Harrisburg, PA 17120-0225  
Phone: (717) 346-9903  
E-mail: [openrecords@state.pa.us](mailto:openrecords@state.pa.us)  
Website: [openrecords.state.pa.us](http://openrecords.state.pa.us)

Exceptions shall not be filed through the use of E-mail.