



Trappe Borough's Right – to Know Policy, Procedures & Information

What information is public information?

In accordance with the Pennsylvania Right-to-Know Act (Act 3 of 2008) all records maintained by Trappe Borough are public records, unless the records are (a) specifically exempted by Section 708 of Act 3, (b) exempted by another state or Federal Law, and/or (c) exempted by a judicial decree or order.

How do I request public information?

To request a public record, complete a Right-to-Know Request Form, and submit this to the Borough's Open Records Officer. Requests for information may likewise be directed to the Open Records Officer via e-mail, or telephone, or the request may be delivered to Borough Hall. Please be advised, the Borough may fill anonymous or verbal requests for information, relief, and remedies under the Act are available only to people submitting a written request for information.

Who is the Open Records Officer for Trappe Borough?

The Open Records Officer for Trappe Borough is Administrative Director, Kim Godshall who may be contacted via:

- Email: admin.director@trappeborough.com;
- Telephone: 610-489-7181, ext. 102;
- US mail: Trappe Borough Hatt, 525 West Main Street, Trappe, PA 19426

What happens after I submit a request for public information?

All requests for information are filled in accordance with the Pennsylvania Right-to-Know Act (Act 3 of 2008). Most notable, a response to each request will be provided within five business days of the filing of the request. If a request is denied by the Open Records Officer, a reason(s) for the denial will be provided, with information on how to appeal the decision of the Open Records Officer.

Does the Borough charge a fee for this service?

The Borough does not charge a fee to locate the public information (i.e., employee time, but the Borough does charge nominal duplication fees as approved by the Pennsylvania Office of Open Records. In addition, the Borough charges actual postage fees if public information is mailed to the requestor. Per the Act, the Borough reserves the right to require pre-payment of fees when fees are estimated to exceed \$100, and the Borough reserves the right to wave any fee.

How do I appeal a decision of the Open Records Officer?

An appeal of the decision of the Open Records Officer must be filed with the Pennsylvania Office of Open Records within fifteen (15) business days of the date of denial. All appeals may be forwarded to:

Appeals Officer, Montgomery County
Pennsylvania Office of Open Records
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, PA 17120-0225

The Office of Open Records may be contacted by telephone at 717-346-9903, or by e-mail at OpenRecords@state.pa.us

What if I have questions?

Contact the Borough Manager at borough.manager@trappeborough.com or Administrative Director at admin.director@trappeborough.com