

A RESOLUTION OF THE BOARD OF THE BOROUGH OF FAIRFIELD
IMPLEMENTING POLICIES PURSUANT TO THE OPEN RECORDS ACT
(THE PENNSYLVANIA RIGHT-TO-KNOW LAW)

The Board of The Borough of Fairfield, Adams County, Pennsylvania, hereby adopts the following Resolution, this 27th day of January, 2009. Be it resolved that the following policy shall be applicable to all requests for open records or public records of the Borough of Fairfield.

1. The Secretary of the Borough of Fairfield shall be the designated open records officer, but she or he may designate certain employees to process public records requests.
2. All requests for public records under this policy shall be specific in identifying and describing each public record requested. The Borough shall not be required to create a record where none exists or to compile, maintain, format or organize a public record in a manner different from what is normally done. All requests for public records shall be made on a form provided by the Pennsylvania Office of Open Records and shall be made available by the Secretary to the requestor.
3. In no event shall the Borough provide extraordinary staff to respond to a request but will respond in a manner consistent with the Borough's normal administrative responsibilities.
4. The Borough intends to comply in full with the provisions of the Open Records Act (The Pennsylvania Right-To-Know Law) full terms of which are adopted hereunder.

5. If access to a public record is approved, the public record shall be available for access during the regular business hours of the Borough. The designated employee shall cooperate fully with the requestor while also taking reasonable measures to protect Borough public records from the possibility of theft and/or modification. The presence of a designated employee is required when public records are examined and inspected.
6. Fees for the duplication of public records and all other procedures shall be as set forth on a fee structure form and policy form prepared by the Pennsylvania Office of Open Records and attached hereto and made part hereof. Fees may be modified by Resolution from time to time.

Adopted as a Resolution of the Borough of Fairfield, Adams County, Pennsylvania, this 27th day of January, 2009.

ATTEST:

BOROUGH OF FAIRFIELD

_____/s/_____
Robert Fortenbaugh, Secretary

by:_____/s/_____
Patricia T. Smith, Council President