

BOROUGH OF YORK HAVEN
YORK COUNTY, PENNSYLVANIA

RESOLUTION 2002-6

TO PROVIDE THE PUBLIC WITH A NORDERLY AND CONSISTENT FORMAT OFR THE
OBTAINING OF INFORMATION TO WHICH IT IS ENTITLED FROM THE BOROUGH OF YORK
HAVEN UNDER THE PENNSYLVANIA RIGHT TO KNOW ACT.

WHEREAS, the Pennsylvania Right to Know Act (65 P.S./&66.1-66.4) guarantees citizens access to certain defined public records of government agencies; and

WHEREAS, THE RIGHT TO EXAMINE AND INSPECT PUBLIC RECORDS UNDER AUTHORITY OF THE Right to Know Law provides for the promulgation or rules and regulations for the retrieving and copying of records under supervision of the custodian of the records.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of York Haven that the following procedures are established in order to provide the public with access to information:

1. Any member of the public may request the right to review and inspect specific public documents pursuant to the Pennsylvania Right to Know Act in writing on a form available at the Borough Office from the Borough Secretary.
2. The Borough shall make available for inspection and review the specifically requested documents with five (5) working days of the request.
3. The Borough will charge a document retrieval fee of \$5.00 and \$.25 per page for copies of specific documents requested.
4. Any requests for meeting minutes will not be granted until the minutes have been approved. Meeting minutes are exempt from the \$5.00 retrieval fee.
5. If the documents requested are not review able under the Right to Know Act, the Borough shall notify the public with in five (5) working days.
6. Any person wishing to view/copy public documents must make an appointment with the Secretary of the Borough.

RESOLVED by the Council of the Borough of York Haven, York County, Pennsylvania the 9 day of September 2002.

ATTEST:

Pamela Billet
Pamela Billet
Borough Secretary

Brian Korte
Brian Korte
Borough Council President

APPROVED this 9 day of September 2002.

Keith Rode
Keith Rode
Mayor