

## OPEN RECORDS POLICY

### REQUESTS

Requests for public records will be accepted at City Hall on normal days of operation, excluding holidays, during normal business hours. **Requests shall be in writing and directed to the City Clerk at City Hall, 1301 Twelfth Street, Suite 100, Altoona, PA 16601.** Written requests must be on a form provided by the City and must include the date of the request, name, address, and signature of the requester, and a clear description of the records sought. Requests will be filled within five (5) to thirty (30) days. All requests must be received by the City Clerk at City Hall either in person or by U.S. Mail. No faxes will be accepted.

### FEES

Paper copies will be \$.50 per page per side. If mailing is requested, the cost of the postage will be charged. If "True and Correct Certification" is requested, an additional charge of \$3.00 will be added. **The City will require prepayment of all requests.** Fees may vary according to time required for filling requests.

### RESPONSE

The City will make a good faith effort to provide the requested public records as promptly as feasible. City employees shall cooperate with those requesting to review and/or duplicate original City documents while taking reasonable measures to protect City documents from the possibility of theft and/or modification.

The City Clerk shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the City Clerk shall respond to all such requests in a manner consistent with Act 100 of 2002, the Open Records Law.

### APPEALS PROCESS

If a written request is denied or deemed denied, the requester may file exceptions with the City Manager or his designee within fifteen (15) business days of the mailing date of the City's denial. The exceptions shall state grounds on which the requester asserts that the record is a public record and shall address any grounds stated by the City for denying the request.

The City Manager or his designee shall make a "final determination" on the exceptions within 30 days of the mailing date of the exceptions. The City Manager or his designee may hold a hearing on the issue during the thirty (30) days. If the City Manager or his designee determines that the denial was correct, he must provide a written explanation to the requester.

The requester may appeal a final determination to the Common Pleas Court within thirty (30) days of denial or final determination.