



MEDIA BOROUGH OPEN RECORDS POLICIES AND PROCEDURES

Pursuant to the Pennsylvania Right to Know Law, U.S. Citizens have a right to access and copy certain documents classified as public records.

1. Contact information for the open-records officer.

Karen Repino is the Open Records Officer of the Borough with exception of the Police Department. All requests for access to public records of the Borough shall be directed to:

Karen Repino
Open Records Officer
Borough of Media
301 N Jackson Street
Media, Pennsylvania 19063
karen@mediaborough.com
FAX (610) 566-0335

If your request is denied, you have a right to appeal the denial of information:

The simplest and best way to prepare an appeal is to use the online version of the official OOR Appeal Form:

<https://www.openrecords.pa.gov/Appeals/AppealForm.cfm>

The OOR Appeal Form can be used to appeal full denials, partial denials, and deemed denials (i.e., when the agency doesn't respond by the deadline), as well as to appeal any fees being charged by the agency. The OOR strongly recommends that appeals be submitted through the online version of the official OOR Appeal Form.

If that's not possible, the OOR also accepts appeals via email, fax, postal mail, and in-person submission. Appeals submitted via email should be attached as a Microsoft Word (.doc or .docx) or PDF file.

Appeals may also be submitted via fax (717-425-5343) or postal mail:

Office of Open Records
333 Market Street, 16th Floor
Harrisburg, PA 17101-2234

In-person submissions are accepted at the Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA, during normal business hours.

2. Form which may be used to file a request.

The Borough will accept the universal request form promulgated by the Pennsylvania Office of Open Records. Copies may be obtained from the Borough Office or on the Borough Website at <https://www.mediaborough.com/manager/open-records-policies-and-procedures>

3. Regulations, policies and procedures.

- A. All requests for public records of the Borough under this policy shall be specific in identifying and describing each and every public record requested. In no case shall the Borough be required to create a public record which does not exist or to compile, maintain, format, or organize the public record.
- B. All requests for public records shall be submitted in writing and include the date of the request, requestor's name, address, telephone number, signature of the requestor, and, if duplication is required, appropriate payment.
- C. No copies of records will be released without payment in full for copying and scanning costs.
- D. When a request is received for access to public records, the Open Records Officer shall make a determination within five (5) business days of receipt of the request, to grant or deny the request, or to partially grant and partially deny the request. Alternatively, the Open Records Officer may decide that additional time is required if, after receiving a request for access to public records, the Open Records Officer determines any of the following circumstances exist:
 - a. The request for access requires redaction of a public record;
 - b. The request for access requires retrieval of a record stored in a remote location;
 - c. A timely response to the request for access cannot be accomplished due to bona fide and specified staff limitations;
 - d. A legal review of the request is necessary to determine whether the record is a public record subject to access under the Act;
 - e. The person or entity requesting access to the public record has not complied with the Borough's policies regarding access to public records;
or
 - f. The person requesting access to the record refuses to pay applicable fees as contained herein.

The person or entity requesting access to the public record shall be informed in writing as to the specific reason that their request is being reviewed within the original five (5) business day period. The notice shall include a statement notifying the requestor that the request is being reviewed, the reason for review, a reasonable date that a response is expected to be provided and an estimate of applicable fees owed when the record becomes available. The review must be completed, and a final determination made,

within thirty (30) days following the date the request was made. If the date a response is expected to be provided is in excess of 30 days, the request for access shall be deemed denied unless the requestor has agreed in writing to an extension to the date specified in the notice. If the requestor agrees to the extension, the request shall be deemed denied on the day following the date specified in the notice where the agency has not provided a response by that date.

- E. If a request for access to public records is denied, the person or entity requesting the information shall be notified in writing of the Open Records Officer's decision within the applicable five (5) business day or thirty (30) business day period. Denials must be in writing, accompanied by a description of the record, the reason for denial including citation to the legal authority and contact information for the Borough's Open Records Officer, date of response and procedures for appeal (see below). The denial must be signed by the Open Records Officer.
- F. The Borough shall charge copying fees in accordance with the rates approved by the Pennsylvania Office of Open Records. As of October 15, 2018 the copying fees are:

Record Type / Delivery Method	Fee
Black & White Copies	Up to \$0.25 per copy
Color Copies	Up to \$0.50 per copy
Specialized Documents ³	Up to actual cost
Records Delivered via Email	No additional fee may be imposed
CD / DVD	Up to actual cost, not to exceed \$3.00 per disc.
Flash Drive	Up to actual cost.
Facsimile	Up to actual cost
Other Media	Up to actual cost.
Redaction	No additional fee may be imposed unless a copy is made to secure the redaction
Conversion to Paper	Up to \$0.25 per page
Photographing a Record	No additional fee may be imposed
Postage	Up to actual cost of USPS first-class postage.
Certification of a Record	Up to \$5.00 per record

- G. If the estimated costs of duplication of a public record is expected to exceed One Hundred Dollars (\$100.00), the Borough may require the person or entity requesting the record to prepay the estimated fees authorized by this policy, prior to providing access to the public record. Access to the records requested shall be postponed until prepayment is received.
- H. Inspection of Redacted Records: If a requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the Borough shall redact the non-public information. The Borough will charge for the copies it must make of the redacted material in order for the requester to view the public record. The fee structure outlined above will apply. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee will be charged.

All requests for access to public records of the Media Police Department shall be directed to:

Chief Matt Egan
Media Police Department
301 N. Jackson Street
Media, PA 19063
mattegan@mediapd.org
FAX (610) 892-9415

If your request for police records is denied, you have a right to appeal the denial of information in writing to:

Sandra M. Urban
Assistant District Attorney
Office of the District Attorney
201 West Front Street
Media, PA 19063
OpenRecordsDA@co.delaware.pa.us