

**EAST NOTTINGHAM TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2024-11

AND NOW this 21 day of August, 2024, be it and it is hereby resolved by the Board of Supervisors of East Nottingham Township, Chester County, Pennsylvania that Resolution No. 69-2009 which established a policy and procedure under the Pennsylvania Right to Know Law is hereby amended in full and replaced in total with the following:

East Nottingham Township Right to Know Policy.

1. Public Records. All public records which are deemed public records by the Pennsylvania Right to Know Law are available for inspection or for the requestor to receive copies of them by submitting a Right to Know Request form currently established by the Pennsylvania Office of Open Records. Requests may be made during Township business hours or through email to the East Nottingham Township Right to Know Officer.
2. Any request for records is only determined to have been received when the Open Records Officer has received it and is not determined to be received on the date placed on the request form by the Applicant.
3. Fees. The Township will charge fees for copies in accordance with statutory requirements.
4. The Township will comply with statutory requirements for response and review of open records.
5. The Open Records/Right to Know Officer for East Nottingham Township shall be appointed by the Board of Supervisors at a publicly advertised meeting.
6. Building permits, building plans and similar construction records are records which statutory authority limits access to aside from the owners of the property. East Nottingham Township has in place a procedure for the owner of property to consent to the release of such records. A non-owner of property has no right to any access to those records absent such consent.
7. East Nottingham Township will not respond to Right to Know requests when the Right to Know Officer cannot determine whether the Applicant is an actual person. East

Nottingham Township will not acknowledge Open Records Requests from an anonymous requestor.


8. The term "person" who is entitled to records under the Open Records Law shall include a corporation, partnership, limited liability company, business trust, other association, government entity (other than the Commonwealth), estate, trust, foundation or natural person. East Nottingham Township will not provide records to any request which is anonymous or is part of an anonymous request function.

RESOLVED, this 21 day of August, 2024 by the East Nottingham Township Board of Supervisors.

Attest




EAST NOTTINGHAM TOWNSHIP


Sam Goodley, Jr., Chairman


John Wallace, Vice-Chairman

Joe Herlihy, Supervisor


P. David Smoker, Supervisor


Thomas Faux, Supervisor