



## **RIGHT TO KNOW POLICY**

### **Open Record Officer**

The Authority has designated Jodie Sheaffer, as the Authority Open Records Officer. The Open Records Officer may be reached at:

Middleburg Municipal Authority  
c/o Jodie Sheaffer  
179 W Willow Avenue  
Middleburg, PA 17842  
570-541-4008  
[munauth@ptd.net](mailto:munauth@ptd.net)

### **General**

The Authority maintains regular business hours, 10:00am to 4:00pm, Monday, Tuesday, Thursday, and Friday. All documents deemed public records shall be available for inspection, retrieval, and duplication by contacting the Open Records Officer.

### **Requests**

Requests shall be made in writing to the Authority Open Records Officer on a form provided by the Authority at [middleburgma.org](http://middleburgma.org) website.

### **Fees**

Copies shall be paid for in accordance with the Official RTKL Fee Schedule established by the PA Office of Open Records at [middleburgma.org](http://middleburgma.org) website.

### **Response**

The Authority shall make a good-faith effort to provide the requested public record(s) as promptly as possible. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original Authority documents while taking reasonable measure to protect Authority documents from the possibility of theft, damage, and/or modification.

The Open Records Officer 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 Open Records Officer shall respond to such requests in writing consistent with Act 3 of 2008, the Right-to-Know Law.

### **Contact information for Appeals**

If a written request is denied or deemed denied, the requester may file an appeal in writing to PA Office of Open Records, 555 Walnut Street, Suite 605, Harrisburg, PA 17101.

### **Appeal Process**

The appeal shall be filed within 15 business days of the mailing date of the Authority's response or within 15 business days of the deemed denial. The appeal shall state the grounds upon which the requester asserts the record is a public record and shall address any grounds stated by the Authority for delaying or denying the request.