

## **Jenkintown Borough Right-To-Know Request Policy**

It is the policy of Jenkintown Borough to provide public records in accordance with the Right-to-Know Law, 65 P.S. Section 67.101. 2008, Feb.14, P.L.6, No. This policy outlines the proper procedures for requesting records from Jenkintown Borough. Questions about this policy should be directed to the Borough Manager, George Locke, who serves as the Right-To-Know Officer for Jenkintown Borough at (215) 885-0700 or by email at [glocke@jenkintownboro.com](mailto:glocke@jenkintownboro.com).

### **Requests**

Jenkintown Borough open records requests shall be directed to the Borough Manager at Borough Hall in Jenkintown. Requests must include the date of the request, the name, address, phone number of the requester, and a clear description of the records requested.

Open records requests may be submitted by email to: [glocke@jenkintownboro.com](mailto:glocke@jenkintownboro.com), by mail to 700 Summit Avenue, Jenkintown, PA 19046, or in person during normal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m. except for holidays and official office closings. Jenkintown Borough will not accept oral or anonymous requests for records.

### **Fees**

Jenkintown Borough follows the [OOR - Official RTKL Fee Schedule \(pa.gov\)](#)

### **Responses**

The Jenkintown Borough Manager shall review all written requests for access to public records. As soon as possible, but no later than five (5) business days after receiving a written request to access public records, the Borough Manager shall respond to all requests in a manner consistent with the Law. Jenkintown Borough recognizes the 30 categories of exceptions under the Pa Right-To Know Law (D, 16).

### **Appeals**

If a written request is denied or deemed denied, the requester may file an appeal within fifteen (15) business days of the mailing date of the response, or within fifteen (15) business days of a deemed denial. Appeals should be made to the following:

Office of Open Records  
Commonwealth Keystone Building  
400 North Street  
Harrisburg, PA 17120

For more information regarding the Right-To-Know law, please visit:

[www.openrecords.pa.gov](http://www.openrecords.pa.gov)