

**LOGANVILLE BOROUGH
YORK COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2026-03

**A RESOLUTION OF LOGANVILLE BOROUGH, YORK COUNTY, PENNSYLVANIA
ADOPTING A POLICY RELATING TO REQUESTS FOR PUBLIC RECORDS AND
COMPLYING WITH THE RIGHT TO KNOW LAW**

WHEREAS, Loganville Borough, is a political subdivision, and is an agency as defined by Act 3 of 2008, known as the Right to Know Law (the “RTKL”); and

WHEREAS, Section 504 of the RTKL authorizes such agencies to establish written regulations and policies necessary to implement the RTKL; and

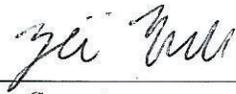
NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Loganville, York County, Pennsylvania, as follows:

The Borough hereby adopts the Right to Know Law Policy of the Borough of Loganville, York County, Pennsylvania as set forth in Exhibit “A” attached hereto and incorporated herein.

RESOLVED this 2nd day of February, 2026.

ATTEST:

**COUNCIL OF THE BOROUGH
OF LOGANVILLE**

By: 
Secretary

By: 
President

EXHIBIT A

Borough of Loganville Right to Know Law Policy

PURPOSE

Loganville Borough (the “Borough”), a Municipality, is an agency which is covered by the Right to Know Law (Act 3 of 2008, as amended), and is authorized to establish a written policy, which must be posted or available to aid in implementation of the Act. This Policy shall supersede Loganville Resolution 2005-04.

This policy replaces any prior policy and shall be effective from FEB 2, 2026, until such date as the Borough Council repeals or amends the Policy.

POLICY

The following will provide guidance for Borough Council and employees on how to efficiently and effectively process requests made for public records as governed by Act 3 of 2008, as amended.

Section 1. Open Records Officer.

- A. At each Reorganization Meeting following an election year, the Borough City Council shall appoint a Primary Open Records Officer and an Alternate Open Records Officer. This Officer shall be responsible for processing, recording, tracking and otherwise administering all portions of this policy, as well as any policy or procedure that may provide direction for the retention of documents and the destruction of documents of the Borough.
- B. The Borough shall note the identity and manner of communication to the Open Records Officer on its website and post said information at a conspicuous location at the Borough office.
- C. In the event an Open Records Request is submitted to an employee other than the Open Records Officer, that person must immediately provide the request to the Open Records

Officer. All employees should refrain from accepting Open Records Requests and direct all such requests to the Open Records Officer.

D. The duties of the Open Records Officer shall include:

1. The Open Records Officer shall receive requests submitted to the agency under this act, direct requests to other appropriate persons within the agency or to appropriate persons in another agency, track the agency's progress in responding to requests and issues interim and final responses under this Act.
2. Upon receiving a request for a public record, legislative record or financial record, the Open Records Officer shall do all of the following:
 - (i) Record the date of receipt on the written request.
 - (ii) Compute the day on which the five-day response period under Section 901 will expire and make a notation of that date on the written request.
 - (iii) Maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been fulfilled.
 - (iv) If the request is denied, the written request shall be maintained for 30 days.
 - (v) If an appeal is filed, keep the records until a final determination is issued under section 1101(b) or the appeal is deemed denied.
 - (vi) Create a file for the retention of the original request, a copy of the response and a record of written communications with the requester.

Section 2. Procedure for Requesting Records. All requests for documents must be a written request submitted on a form as prescribed by the Borough. All requests must be in a manner so that the material requested describes the records requested with specificity. Verbal requests shall not be considered official requests for purposes of the timeframes established by the Open Records Law and may be denied. Anonymous requests will be denied. For purposes of defining a "written request" the Borough shall accept requests by email, mail or in person pursuant to the regulations outlined herein. Such requests shall only be received during standard business hours. All requests must be submitted to the Open Records Officer. In no event shall a request be considered officially submitted until received by the Open Records Officer.

Section 3. Response. The Borough shall respond to all requests within five (5) business days. In instances requiring a thirty day extension as provided under Section 902 relating to an extension of time, the Borough shall advise the requester within five (5) business days of the receipt of the request of the need for additional response time.

Section 4. Fees for Records Requests. The Borough shall adopt the fees as established by the Pennsylvania Office of Open Records and shall revise said fee schedule as the Pennsylvania Office of Open Records provides updates or additional information. In the event that a fee for the processing a request shall exceed or is reasonably believed to exceed \$100.00, the Borough shall require a pre-payment of \$100.00 in order to process said request. The Borough may specify acceptable forms of payment.

Section 5. Posting. The Borough shall post the following information at the Borough and on the Borough's web-site and maintain such information in an up-to-date format when necessary:

- A. Contact information for the Borough Open Records Officer;
- B. Contact information for the Pennsylvania Office of Open Records or other applicable appeals officer;
- C. A form that may be used to file a request; and
- D. Regulations, policies and procedures of the Borough relating to the Open Records process.

Section 6. Appeals. If a written request is denied or deemed denied, the requester may file an appeal within fifteen business days from the mailing date of the agency response or 15 business days from a deemed denial. The exceptions shall state grounds on which the requestor asserts that the record is a public record. The requester may appeal a final determination to the Open Records Office within fifteen days of the denial. Appeals should be sent to:

Office of Open Records
Commonwealth of Pennsylvania
333 Market Street
Harrisburg, Pennsylvania 17101-2234
openrecords@pa.gov