

RESOLUTION #11-2008

A RESOLUTION OF THE BOARD OF TOWNSHIP SUPERVISORS IN AND FOR THE TOWNSHIP OF EAST FRANKLIN, ARMSTRONG COUNTY, PENNSYLVANIA, APPOINTING AN OPEN RECORDS OFFICER AS REQUIRED BY PENNSYLVANIA ACT 3 OF 2008, EFFECTIVE JANUARY 1, 2009, AND DIRECTING THE TOWNSHIP SECRETARY TO ISSUE A MEMORANDUM .ADVISING TOWNSHIP EMPLOYEES OF THE NEW OPEN RECORDS LAW AND THE APPOINTMENT OF SAID OPEN RECORDS OFFICER.

Section 1. As required by Section 502 of Pennsylvania's Right to Know Law, effective January 1, 2009, the Supervisors of East Franklin Township hereby appoint Carla Scholl as its Open Records Officer (hereinafter, "Officer").

Section 2. Once appointed, the Officer shall receive requests for information submitted to the Township; direct requests to appropriate persons within the Township or appropriate persons outside the Township; track the agency's progress in responding to requests; and issue interim and final responses under this act.

Section 3. The Officer shall conduct a Records Management Analysis as soon as practicable which includes determining the types of records possessed by the Township and how these records are stored in order to expedite requests for information.

Section 4. As provided in Section 504 of the Right to Know Law, the Officer and/or the Township may create a formal policy for the administration of said Law. If created, the formal policy shall be passed as a resolution at subsequent meeting of the Board of Supervisors of East Franklin Township.

Section 5. The Township Secretary shall issue a memorandum to all staff members advising them of the new Open Records Law which takes effect on January 1, 2009, and identifying the Officer appointed herein.

Section 6. This resolution shall take effect on January 1, 2009.