

**WEST BRADFORD TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA  
RESOLUTION NO. 25-07**

**A RESOLUTION TO APPROVE WEST BRADFORD TOWNSHIP  
RIGHT-TO-KNOW POLICY**

WHEREAS, the Board of Supervisors of West Bradford Township previously adopted Resolution No. 04-11 and Resolution No. 20-05 to establish Right-to-Know policies and procedures for the Township;

WHEREAS, the Board of Supervisors of West Bradford Township now desires to repeal such Resolutions and adopt updated policies and procedures to be consistent with current law;

WHEREAS, the Board of Supervisors of West Bradford Township desires to adopt a revised Right-to-Know Policy pursuant to and consistent with the most current amendments to Pennsylvania's Right-to-Know Law, 65 P.S. §67.101 et seq.; and

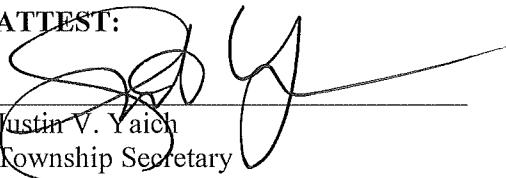
NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED AS FOLLOWS:

The Township approves the "West Bradford Township Right to Know Policy" which is attached hereto as Exhibit "A".

RESOLVED, APPROVED AND ADOPTED THIS 13 DAY OF May, 2025.

**WEST BRADFORD TOWNSHIP  
BOARD OF SUPERVISORS**

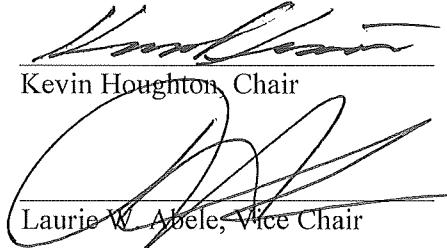
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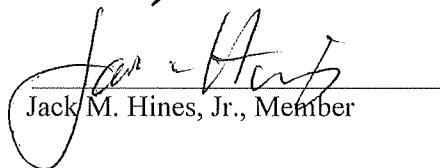
Justin V. Yaich  
Township Secretary



Kevin Houghton, Chair



Laurie W. Abele, Vice Chair



Jack M. Hines, Jr., Member

## **WEST BRADFORD TOWNSHIP RIGHT-TO-KNOW POLICY**

Adopted pursuant to and consistent with the  
Pennsylvania Right-to-Know Law, 65 P.S. §67.101 et seq. ("RTKL")

### **Open Records Officer**

At its annual reorganization meeting, the Township will designate the Township's Open Records Officer. The Open Records Officer may be reached as follows:

West Bradford Township  
Attn: Open Records Officer  
1385 Campus Drive  
Downington, PA 19335  
(610)269-4171  
[www.westbradford.org](http://www.westbradford.org)

Any updates to the designated Open Records Officer, and all forms related to Right-to-Know Requests, can be found on the Township's website at [www.westbradford.org](http://www.westbradford.org)

### **General**

Public records shall be available for inspection, retrieval, and duplication at the Township office during normal business hours as posted on the Township's website, with the exception of Township-designated holidays.

### **Requests**

Requests shall be made in writing to the Township's Open Records Officer on the form provided by the Township and found on the Township's website which is also the Pennsylvania Office of Open Record (OOR) Standard Right-to-Know Request Form. **Anonymous or verbal requests will not be considered by the Township.**

### **Fees**

Please refer to the Township's Fee Schedule.

### **Response**

The Open Records Officer shall make a good-faith effort to provide the requested public record(s) as promptly as possible and within the RTKL's five business day timeframe. If the Open Records Officer cannot do so within five business days, he/she is permitted to exercise a 30-day extension upon notifying the requester. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original documents while taking reasonable measures to protect original documents from the possibility of theft, damage, and/or modification. If the request is

denied, the Open Records Officer will send the requester a letter stating 1) a description of the record requested; 2) the specific reasons for the denial, including a citation of supporting legal authority; 3) contact information for the Open Records Officer; 4) the date of the response; and 5) the procedure to appeal the denial.

### **Contact Information for Appeals**

If a written request is denied, the requester has the right to file an appeal in writing to Executive Director, Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101. Appeals of criminal records shall be made to the District Attorney of Chester County.

### **Appeals Process**

Appeals must be filed within 15 business days of the mailing date of the Township's response. Please note that a copy of the requester's original request and the Township's denial letter must be included when filing an appeal. The law requires an appeal to include reasons why the record is a public record and to address the reasons for denial that the Township stated in its denial letter. Visit the OOR's website at [www.openrecords.pa.gov](http://www.openrecords.pa.gov) for additional information on filing an appeal.

### **Compliance with the Right-to-Know Law and the OOR Policies**

It is the intent of the Township to comply with the RTKL and the policies of the OOR. To the extent any of the above procedures are inconsistent with any future updates to the RTKL and established policies of the OOR, the most updated provisions and policies shall be adhered to and adopted herein.