

**MOUNT POCONO BOROUGH  
303 POCON BOULEVARD  
MOUNT POCONO, PA 18344  
TEL # (570) 839-8436/ FAX# (570) 839-0981**

**OPEN RECORDS/ RIGHT-TO-KNOW POLICY**

**MOUNT POCONO BOROUGH OPEN  
RECORDS OFFICER**

**Lori Yocum may be contacted at:**

Lori Yocum, Secretary/Treasurer  
Mount Pocono Borough  
303 Pocono Boulevard  
Mount Pocono, PA 18344  
Phone: 570-839-8436  
Fax: 570-839-0981  
E-mail: [lorimtpboro@verizon.net](mailto:lorimtpboro@verizon.net)

**General**

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during established business hours 8:30 a.m. to 4:30 p.m., Monday through Friday with exception of weekends and holidays.

**Requests**

Requests shall be made in writing to the Borough Open Records Officer on the form provided by the Borough.

**Fees**

Paper copies shall be 25¢ per standard page 8.5" x 11" per side. The certification of a record is \$1.00 per record. Specialized documents including, but not limited to blue prints, color copies and non-standard sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. The Borough shall require prepayment if the total fees are estimated to exceed \$100.

**Response**

The Borough shall make a good-faith effort to provide the requested public records(s) as promptly as possible. The Open Records Officers shall cooperate with those requesting records to review and/ or

duplicate original Borough documents while taking reasonable measure to protect Borough 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.

If access to a record is denied, the response shall include a reason for denial as stipulated in Act 3 of 2008, the Right-to-Know Law.

For more information about the state of Pennsylvania's Open Record law, please visit:

<http://openrecords.state.pa.us>.

**Contact Information for Appeals**

If a written request is denied or deemed denied the requester may file an appeal in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225.

**Appeals Process**

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

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**OPEN RECORDS/ RIGHT-TO-KNOW  
REQUEST FORM**

**DATE REQUESTED:**

**REQUEST SUBMITTED BY:**    E-MAIL    U.S. MAIL    FAX    IN-PERSON

**NAME OF REQUESTER:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY/STATE/COUNTY/ZIP (Required):** \_\_\_\_\_

**TELEPHONE (Optional):** \_\_\_\_\_

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the agency can identify the information.*

**DO YOU WANT COPIES? YES or NO**

**DO YOU WANT TO INSPECT THE RECORDS? YES or NO**

**DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO**

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***FOR AGENCY USE ONLY***

**RIGHT TO KNOW OFFICER:** \_\_\_\_\_

**DATE RECEIVED BY THE AGENCY:** \_\_\_\_\_

**AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:** \_\_\_\_\_

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.)  
Written requests need not include an explanation why information is sought or the intended uses of the information unless otherwise required by law. (Section 703.)*