

**PARADISE TOWNSHIP
LANCASTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2025-14

**A RESOLUTION ADOPTING A NEW AGENCY OPEN RECORDS POLICY AND
APPOINTING AN AGENCY OPEN RECORDS OFFICER PURSUANT TO ACT 3 OF 2008**

WHEREAS, Paradise Township (“Township”) has an existing open records policy in place adopted by Resolution No. 2024-10, dated October 15, 2024, which became effective November 1, 2024 (“Policy”);

WHEREAS, the Township desires to revise the Policy to update the address for the Pennsylvania Office of Open Records;

NOW THEREFORE, BE IT RESOVLED, by the Board of Supervisors for Paradise Township as follows:

1. The “Paradise Township, Lancaster County, Pennsylvania, Right-to-Know Law Policy” attached to this Resolution is hereby adopted;
2. The new address for the Pennsylvania Office of Open Records is 555 Walnut Street, Suite 605, Harrisburg PA 17101;
3. Any resolution or policy, or part of any resolution or policy, inconsistent herewith and any amendments thereof are hereby expressly repealed; and
4. This resolution shall become effective immediately upon adoption.

DULY ADOPTED this 16th day of December 2025, by the Board of Supervisors of Paradise Township, Lancaster County, Pennsylvania, in lawful session duly assembled.

ATTEST:

TOWNSHIP OF PARADISE
BOARD OF SUPERVISORS

By: Karen E. Jana
Secretary

By: [Signature]
(Vice) Chairman

[TOWNSHIP SEAL]



**Paradise Township
Lancaster County, Pennsylvania
Right-to-Know Law Policy**

(Adopted October 15, 2024 pursuant to 65 P.S. § 67.504(a)
Revision Adopted December 16, 2025 pursuant to 65 P.S. § 67.504(a))
Effective Date: December 16, 2025

I. Authority

Paradise Township (“Agency”) adopts this policy pursuant to Section 504(a) of the Right-to-Know Law, 65 P.S. §§ 67.101-67.3104 (“RTKL”). The Agency has made this policy available to the public at its administrative office(s) and on its public website along with a RTKL Uniform Request Form. *See* 65 P.S. § 67.504(b) (relating to agency posting requirements under the RTKL).

II. Definitions

All of the definitions set forth in the RTKL are incorporated into this policy by reference. *See* 65 P.S. § 67.102.

AORO. The Agency Open Records Officer designated by the Agency pursuant to Section IV of this policy.

Business day. The regular business hours of the Agency are Monday through Thursday from 8:30 am to 4:00 pm. Business days exclude Saturday and Sunday and any weekday on which the Agency is closed for business, to include township-designated holidays.

III. Agency Website

The Agency maintains a public website at <https://paradisetownship.org>. Many of the records most commonly requested from the Agency are available on the website. The following information is also posted on the Agency’s website: AORO contact information; contact information for the OOR; a form which may be used to file a RTKL request; and a copy of this policy. *See* 65 P.S. § 67.504(b) (relating to agency posting requirements under the RTKL).

IV. Submitting a RTKL Request to the Agency

- A. *Open Records Officer.* The Agency has designated an AORO to respond to RTKL requests.

The contact information for the AORO is:

Karen E. Farra, AORO

By Mail: Paradise Township, P.O. Box 40, Paradise, PA, 17562.

In Person: Paradise Township, 2 Township Drive, Paradise, PA, 17562.

Phone: (717) 768-8222

Fax: (717) 768-8221

Email: paradisetown@comcast.net

The contact information for the AORO is posted on the Agency website.

- B. *Request.* Requests must be submitted in writing using the RTKL Uniform Request Form available on the Agency website, and must be addressed to the AORO. If a requester chooses not to use the RTKL Uniform Request Form, the request will be considered an informal request, not subject to the RTKL. This means that the requester cannot pursue the relief and remedies provided for in the RTKL. To allow the Agency to locate requested records and determine whether those records are public, requests for records should be specific and concise and clearly identify, as precisely as possible, the records sought. See 65 P.S. § 67.703. Requesters should clearly indicate the preferred method of access – paper copies, electronic copies or by inspection. A requester should retain a copy of the request, as a copy of the request is necessary should a requester appeal the Agency response.
- C. *Receipt of the request.* For the purpose of calculating the response deadline, the Agency is deemed to have received the request on the business day that the AORO receives the request. See 65 P.S. § 67.901. Any request that is received by the Agency after the close of regular business hours shall be deemed to be received on the next business day. If the request is received by an Agency employee other than the AORO, the request will be forwarded to AORO as soon as practical.
- D. *Verbal and anonymous requests.* The Agency will not respond to or consider verbal or anonymous requests for records. See 65 P.S. § 67.702. Under the RTKL, only legal residents of the United States may submit requests. Further, all requests must include the name and address to which the agency should address its response. The Township therefore reserves the right to require acceptable proof that the requester

is a person and a legal resident of the United States. Absent such proof, the Township will treat the request as an anonymous request which will not be fulfilled.

- E. *Response period generally.* The Agency has 5 business days to respond to a request for records under the RTKL. If an Agency does not respond within 5 business days, the request is considered “deemed denied,” and the fifteen-day appeals period begins to run. See Section VI.B. of this Policy.

V. Agency Response

- A. *Extension of time for response.* The Agency is permitted to take an additional 30 calendar days to respond to any request for the reasons set forth in Section 902 of the RTKL. See 65 P.S. § 67.902. If the Agency invokes an extension, the Agency will inform the requester in writing, in accordance with the requirements set forth in Section 902(b)(2) of the RTKL.
- B. *Requester’s agreement to extend the response period.* The requester may agree, in writing, to extend the Agency response period. See 65 P.S. § 67.902(b)(2). The requester must agree to the extension during the initial 5 business-day response period or the extended 30 calendar day response period, if the Agency has invoked one.
- C. *Trade secrets.* If a request involves records provided to the Agency by a third party and the third party previously provided the Agency with a written statement that the record contains a trade secret or confidential proprietary information, the Agency shall provide notice to the third party. See 65 P.S. § 67.707(b).
- D. *Final response.* The Agency may grant a request, partially grant and partially deny a request, or deny a request in its entirety. The final response of the Agency will be in writing. Should the Agency fail to issue a response within the applicable response period, the request is deemed denied. See 65 P.S. § 67.901.
 - 1. *Granting access to records.* The Agency may grant a request for records by issuing a response: (1) granting access to inspect Agency records during the Agency’s regular business hours; (2) sending copies of the records to the requester; or (3) by notifying the requester that the records are available on the Agency website or other publicly accessible electronic means. See 65 P.S. §§ 67.701(a), 704. However, nothing in the RTKL shall be construed to require access to any computer of the Agency, or that of an individual or employee of the Agency.
 - 2. *Denying or partially denying access to records.* Should the Agency deny or partially deny a request for records through redaction or otherwise, the Agency

will inform the requester of the denial or partial denial in writing. The response will describe the requested records, inform the requester that the Agency does not possess the responsive records or, if the records are exempt from public access, provide a citation to the relevant legal basis for withholding the requested records. *See* 65 P.S. § 67.903. Additionally, the response will provide the name, signature, title, business address and telephone number of the Open Records Officer who denied the request, as well as the date of the response and the procedure to appeal the denial. *See* 65 P.S. § 67.903.

- E. *Fees.* The Agency will charge fees consistent with the RTKL Fee Structure, available at <http://www.openrecords.pa.gov/RTKL/FeeStructure.cfm>. The Agency may, in its discretion, choose to waive some or all of the fees owed on a case-by-case basis. The Agency will waive fees of less than \$5.00.

VI. RTKL Appeals

- A. *Generally.* To challenge the denial, partial denial, or deemed denial of a request for Agency records, an appeal may be filed using the OOR appeal form, available at <http://www.openrecords.pa.gov/Appeals/AppealForm.cfm>, or by contacting the OOR at the following address:

Office of Open Records
Commonwealth of Pennsylvania
555 Walnut Street, Suite 605
Harrisburg PA 17101
openrecords@pa.gov

- B. *Requirements of an appeal.* All appeals must be filed within 15 business days of the mailing date of the Agency's denial, partial denial, or deemed denial of the request. All appeals must be in writing; must state the grounds upon which the requester asserts that the requested records are public records; must address any grounds stated by the Agency for denying the request; and must include a copy of the request and the Agency's response, if any. *See* 65 P.S. § 67.1101(a)(1).

VII. Agency Notification of Third Parties on Appeal

Agency must notify third parties. If records affect a legal or security interest of an employee of the agency; contain confidential, proprietary or trademarked records of a person or business entity; or are held by a contractor or vendor, the Agency must notify such parties of the appeal immediately and provide proof of that notice to the OOR within 7 business days from the date of the OOR's Official Notice of Appeal. Such notice must be made by (1) providing a copy of all documents included with the appeal to the OOR; and (2) advising that interested persons may request to participate in the appeal. *See* 65 P.S. § 67.1101(c).

VIII. Mediation

The RTKL requires the OOR to establish an informal mediation process to resolve disputes under the RTKL. 65 P.S. § 67.1310(a)(6). This is a voluntary process to help parties reach a mutually agreeable settlement on records disputes before the OOR. Mediation, a facilitated conversation between the parties that can serve as a fair and efficient tool to resolve conflict, can save time and expense. When appropriate, the Agency is open to resolving RTKL disputes through the OOR's mediation process.

IX. Record Retention

The Agency retains records consistent with the Municipal Records Act, 53 Pa.C.S.A. § 1381 et seq. and the Pennsylvania Historical and Museum Commission Bureau of Archives and History Municipal Records Manual ("Manual"). A copy of this Manual is available at the Paradise Township office located at 2 Township Drive, Paradise, PA, 17562.

Notwithstanding any other existing record retention policy, once a RTKL request is received, the Agency shall maintain, preserve, retain, protect, and not destroy any and all records, both electronic and hard copy, that are potentially responsive to the request until such time as the request is fulfilled and all associated appeals are resolved.

X. Additional Information about the RTKL

Additional information about the RTKL, the request process, and the appeal process is available on the OOR website at <https://www.openrecords.pa.gov>.