

Right to Know Law Effective January 1, 2009

Pennsylvania adopted Act 3 of 2008, Right to Know Law which took effect January 1, 2009. Winfield Township is providing this information to conform to Act 3 of 2008.

1. The Open Record Officer shall review all written requests for access to public records. Winfield Township designates the Township Secretary as its Open Records Officer. The Open Records Officer may be reached at:

Winfield Township Municipal Bldg.
194 Brose Road
Cabot, PA 16023

Phone: (724) 352-3333
Fax: (724)352-3815
E-mail: winfieldtwp@zoominternet.net

9:00 am – 12:00 Monday-Friday, except holidays (Closed Wednesday)

2. Fees shall be as established by the Pennsylvania Office of Open Records.
3. Response shall be 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.

4. Any questions or appeals may be submitted to:

Mail: Office of Open Records
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, PA 17120-0225

Phone: (717) 346-9903
Web site: openrecords.state.pa.us
E-mail: openrecords@state.pa.us

5. Winfield Township will utilize the PA Office of Open Records Standard Right-to-Know Request Form which is available at the Municipal Office or you can also download the form from the Office of Open Records. Go to <http://openrecords.state.pa.us> and click on the “forms” tab on the side.

