

**COGAN HOUSE TOWNSHIP**  
**RESOLUTION NO. 0806 OF 2024**

Whereas, the Commonwealth of Pennsylvania provides for public access to public records pursuant to the Right-to-Know Law (“RTKL”);

Whereas, the Cogan House Township Board of Supervisors wishes to provide clarity and guidelines with respect to the procedure by which a request may be submitted to obtain a public record pursuant to the RTKL Act 3 of 2008, in addition to those currently in effect based on Township Resolution 105-09A;

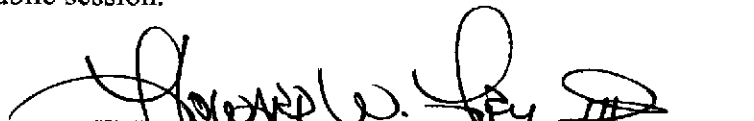
NOW THEREFORE, this sixth day of August, 2024, it is hereby RESOLVED as follows:

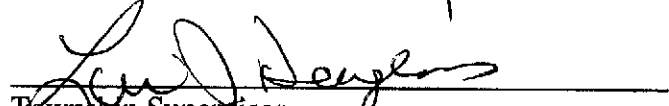
1. The individual serving as the Secretary of Cogan House Township is designated as the Cogan House Township Open-Records Officer. The contact information for that Township official is provided on the Cogan House Township website, <http://coganhousetwp.org>.
2. Requests to obtain Cogan House public records must be submitted in writing, using the form prescribed by the Pennsylvania Office of Open Records, which is available on the Township website. The prescribed form is attached hereto and incorporated herein.
3. Paper copies of public records cost \$0.25 per page per side for black and white copies. If the document request is anticipated to require the production of in excess of 100 pages, a deposit in an amount determined by a good faith estimate of the Township Open Records Officer for the anticipated expense must be made within five (5) days of the submittal. Specialized documents, including blueprints, color copies, and non-standard-sized documents shall be charged the actual cost of production, which may necessitate the assistance of a private printing firm, engineering firm or other Township approved vendor/service provider, and will require the

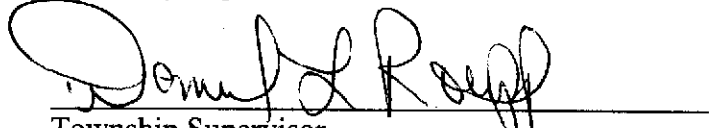
submittal of a deposit in the amount estimated in good faith to be charged by the provider. All costs must be paid before documents will be released.

4. The requestor must qualify as a “person” as defined by relevant Pennsylvania law, and properly identified as such in the request form. The Township will not respond to anonymous requests.

ADOPTED AND RESOLVED, this sixth day of August, 2024, by the Cogan House Township Board of Supervisors, in public session.

  
\_\_\_\_\_  
Howard W. By  
Chairman, Board of Supervisors

  
\_\_\_\_\_  
Paul J. Doyles  
Township Supervisor

  
\_\_\_\_\_  
Donald L. Rapp  
Township Supervisor

Attest:   
\_\_\_\_\_  
Theresa Rapp  
Township Secretary



## Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

**SUBMITTED TO AGENCY NAME:** \_\_\_\_\_ (Attn: AORO)

Date of Request: \_\_\_\_\_ Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

**RECORDS REQUESTED:** *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

- DO YOU WANT COPIES?**  Yes, printed copies (default if none are checked)  
 Yes, electronic copies preferred if available  
 No, in-person inspection of records preferred (may request copies later)

Do you want certified copies?  Yes (may be subject to additional costs)  No  
RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

**Please notify me if fees associated with this request will be more than  \$100 (or)  \$\_\_\_\_\_.**

**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was:  Granted  Partially Granted & Denied  Denied Cost to Requester: \$\_\_\_\_\_

Appropriate third parties notified and given an opportunity to object to the release of requested records.