

OFFICIAL
TOWN OF McCANDLESS
RESOLUTION NO. 27 OF 2008

A RESOLUTION OF THE TOWN OF McCANDLESS, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, DESIGNATING AN OPEN RECORDS OFFICER, APPROVING A PUBLIC RECORDS POLICY AND PROVIDING FOR THE POSTING OF INFORMATION PERTAINING TO REQUESTS FOR PUBLIC RECORDS AT THE TOWN MUNICIPAL BUILDING AND ON THE TOWN'S WEB SITE AS REQUIRED BY PENNSYLVANIA'S RIGHT-TO-KNOW LAW

WHEREAS, the General Assembly of the Commonwealth of Pennsylvania has amended Pennsylvania's Right-to-Know Law, newly codified at 65 P.S. §§ 67.101 et seq., with the relevant amendments to take effect January 1, 2009; and

WHEREAS, as a result of said amendments, the Town of McCandless is required to designate an Open Records Officer who shall be responsible to receive and respond to requests for public records, among other duties as set forth under the new law; and

WHEREAS, the Town is also required to post certain information pertaining to the new Right-to-Know Law at the Town Municipal Building and on the Town's official web site; and

WHEREAS, the Council of the Town of McCandless desires to appoint an Open Records Officer and to comply with the other requirements of the new Right-to-Know Law.

THEREFORE, IT IS RESOLVED as follows:

1. The Council of the Town of McCandless hereby designates the Assistant Town Manager as the Open Records Officer of the Town of McCandless, who shall fulfill all of the duties set forth under Pennsylvania's Right-to-Know Law, as amended, 65 P.S. §§ 67.101 et seq.
2. The Open Records Officer shall consult with the Town Manager, the Chief of the McCandless Police Department, and the Town Attorney, as appropriate, before responding to a request for public records.

3. The Council does hereby adopt the Public Records Policy which is attached to this Resolution.

4. On or before January 1, 2009, the following information shall be posted at the Municipal Building of the Town of McCandless, at a place open and visible to the public, and shall also be posted on the Town's official web site: <http://www.townofmccandless.org>:

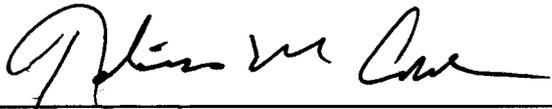
- (1) Contact information for the Open Records Officer.
- (2) Contact information for the Office of Open Records or other applicable appeals officer.
- (3) A form which may be used to file a request for public records.
- (4) Any regulations, policies and procedures of the Town of McCandless relating to the Right-to-Know Law.

Motion made by Council member, Potter, seconded by Council member,

McKim, and this resolution is adopted this 24th day of November 2008.

ATTEST:

TOWN COUNCIL
TOWN OF McCANDLESS



Secretary

BY 
President