

**NORTH CORNWALL TOWNSHIP**

**RESOLUTION NO. 2014 - 24**

**A RESOLUTION OF NORTH CORNWALL TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA, AMENDING RESOLUTION NO. 2009-8 RELATED TO RIGHT-TO-KNOW REQUESTS.**

WHEREAS, on January 5, 2009, North Cornwall Township adopted Resolution 2009-8 establishing policies to facilitate requests for public records of the Township and procedures for disseminating such records; and

WHEREAS, it is necessary for North Cornwall Township to appoint and designate a new Open Records Officer for the Township due to staffing changes; and

WHEREAS, the Board of Supervisors of North Cornwall Township wishes to follow the guidelines and best practices recommended by the Pennsylvania Office of Open Records;

**THEREFORE, BE IT RESOLVED** and it is hereby resolved, that the Board of Supervisors of North Cornwall Township, Lebanon County, Pennsylvania, hereby amends North Cornwall Township Resolution No. 2009-8 as follows:

SECTION 1. All requests for access to public records of the Township of North Cornwall may be submitted by regular mail, e-mail, facsimile, or in person. The Township will not accept verbal or written anonymous requests.

SECTION 2. The Township Manager shall be designated as the Open Records Officer of North Cornwall Township.

SECTION 7.

(c) Copying records onto electronic media – Actual cost

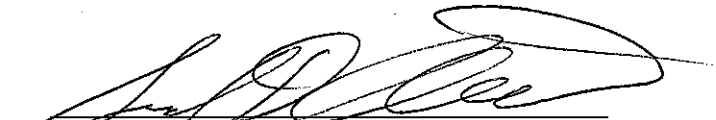
(d) Copying off-site of subdivision, land development or other plans –  
Actual cost

SECTION 9. North Cornwall Township shall use the Right-to-Know Uniform Request Form promulgated by the Pennsylvania Office of Open Records.

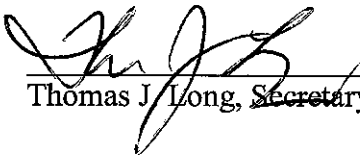
All remaining portions of Resolution No. 2009-8 not amended by this Resolution shall remain in full force and effect.

**DULY ADOPTED** this 7th day of October, 2014, effective immediately.

BOARD OF TOWNSHIP SUPERVISORS  
OF NORTH CORNWALL TOWNSHIP,  
LEBANON COUNTY, COMMONWEALTH  
OF PENNSYLVANIA

  
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Samuel D. Abram, Jr., Chairman

ATTEST

  
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Thomas J. Long, Secretary

