

RESOLUTION NO. 4 OF 2019

**A RESOLUTION OF THE COUNCIL OF THE BOROUGH
OF PLYMOUTH, LUZERNE COUNTY, PENNSYLVANIA, ADOPTING PROCEDURES
TO INSPECT PUBLIC DOCUMENTS UNDER THE PENNSYLVANIA RIGHT-TO-
KNOW-LAW, 65 P.S. §§ 67.101 ET SEQ, AS AMENDED**

WHEREAS, the Borough on occasion receives verbal requests from the public to review public Borough records;

WHEREAS, when these verbal requests have been made the requestor insist that they be allowed to inspect the records immediately and on occasion demand that Borough employees stop their work in order to meet their demand;

WHEREAS, these demands on occasion have resulted in the Borough employees being harassed as well as impede the borough employees from completing a required work assignment in a timely manner;

WHEREAS, the only way to control the above problem is to adopt procedures regarding verbal requests, by eliminated them, and to specify the manner in which inspection of public records can be inspected in accordance with the Right-To-Know-Act and the case law interpreting the same;

NOW, THEREFORE, BE IT RESOLVED AND ADOPTED by the Borough Council of Plymouth that the Borough hereby approves and adopts the following procedure governing a request to inspect public record in accordance with the Right-To-Know-Law, 65 P.S. §§ 67.101 et seq. as amended from time to time as well as the various case law that has developed interpreting the same:

1. Verbal requests as well as anonymous requests will no longer be accepted. All requests to inspect records must be made in writing as per 65 P.S. § 67.703 of the Act and be processed in accordance with the Act.
2. A person requesting to review records will be given a time by the Borough's right to know officer to inspect the records at a designated place in the Plymouth Borough Municipal Building during normal business hours (which does not include Saturday's, Sunday's or holidays).
3. The inspection time will be limited to one hour and be supervised by a Borough employee. In the event that the inspection cannot be completed in the one hour time period, the Borough right-to-know-officer shall provide another date and one hour time period as soon as possible based on the availability of a Borough employee to supervise the inspection/review.
4. Inspection of the records shall be limited to review by one person at a time and no group inspections will be allowed.

5. If a record only exists electronically, the record cannot be reviewed by the requestor due to the fact that a requestor is not allowed to use any of the Borough computers for safety and security purposes.
6. The purpose behind this policy is to eliminate harassment of Borough employees by the public demanding immediate access to records, when employees are performing required Borough work; to make time for the borough employees to gather the requested records to be inspected; to schedule a time to review the records so that such review does not interrupt or impede the work of the Borough employees, especially when they are working on time sensitive borough matters; and to guarantee the safety of the Borough records from theft or alteration.

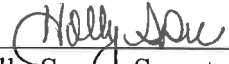
Adopted at a regular meeting of the Borough Council of the Borough of Plymouth, Luzerne County, Pennsylvania, held on this 10th day, of September, 2019.

BOROUGH OF PLYMOUTH:

ATTEST:



Frank Coughlin, President of Council



Holly Speed, Secretary
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