

**TOWNSHIP OF HAMPTON**  
**Right-to-Know Law Policy**  
**Contact, Appeal, and General Information**

Act 3 of 2008, the Commonwealth of Pennsylvania's new Right-to-Know Law (RTKL), will take effect on January 1, 2009. The Township of Hampton Council recently enacted a new policy in order to be in compliance with this new law.

The Township of Hampton will process all RTKL requests according to the following:

**Contact Information for the Open Records Officer:**

All RTKL requests must be submitted in writing to the Township of Hampton's Open Records Officer:

Open Records Officer  
c/o W. Christopher Lochner  
Township of Hampton  
3101 McCully Road  
Allison Park, PA 15101  
(412) 486-0400  
(412) 486-5019 (fax)

If you are requesting information from the Township's Police Department (i.e. police reports), please contact:

Hampton Township Police Dept.  
3101 McCully Road  
Allison Park, PA 15101  
(412) 486-0400  
(412) 486-5622 (fax)

*\* The Township's hours of operation are 7:30 a.m. to 5:00 p.m.*

**RTKL Requests (forms and how to):**

- All requests for public records shall be submitted in writing to the Open Records Officer or Police Department on a form provided by the Township.
- All requests for public records of the Township under this policy shall be specific in identifying and describing each public record request.
- For more information regarding the Township's procedure and policy in processing requests, please refer to the "Township of Hampton RTKL Policy" link.

**Fees and Charges:**

The following fees shall be applicable to all RTKL requests:

<b>Record Type</b>	<b>Fee</b>
<b>Copies:</b> <i>(A "photocopy" is either a single-sided copy or one side of a double-sided black-and-white copy of a standard page.)</i>	<b>.20</b> per page
<b>Certification of Record:</b>	<b>\$1.00</b> per record request
<b>Specialized documents:</b> For example, but not limited to, blue prints, color copies, non-standard sized documents	<b>Actual Cost</b> incurred by Township
<b>Facsimile/Microfiche/Other Media:</b>	<b>Actual Cost</b> incurred by the Township
<b>Postage Fees:</b>	<b>Actual Cost</b> incurred by the Township
<b>Prepayment of Open Records Request:</b>	In the event that the estimated cost of fulfilling a request submitted under the Right-to Know law is expected to exceed \$100, 50% of the estimated total cost is to be received in advance of fulfilling said request.
<b>Collection of Fees:</b>	The total cost for the duplication of records shall be obtained prior to releasing the records.
<b>Statutory Fees:</b>	Should a separate statute authorize the Township to charge a pre-set amount for a certain type of record, the Township cannot charge any more than the statutory amount as mandated under the Act.

**Contact Information for Appeals:**

Should the Township's Open Records Officer deny your request, you may file an appeal within fifteen (15) business days of the mailing date of the Township's Notice of Denial. Appeals shall be filed to the following agency:

Commonwealth of Pennsylvania  
Office of Open Records  
Commonwealth Keystone Building  
400 North Street, Plaza Level  
Harrisburg, PA 17120-0225  
(717) 346-9903  
(717) 425-5343  
E-mail: [openrecords@state.pa.us](mailto:openrecords@state.pa.us)  
(Executive Director: Terry Mutchler)

Appeals relating to requests for Hampton Township Police Department records should be filed with:

Stephen A. Zappala, Jr.  
Allegheny County District Attorney  
Attn: Right-to-Know Law Official  
Room 303 Courthouse  
436 Grant Street  
Pittsburgh, PA 15219  
(412) 350-4400