



Home of the
PA Elk Herd

Benezette Township

Board of Supervisors
P.O. Box 10 • Benezette, PA 15821



Phone: 814-787-8811
Fax: 814-787-4393

RIGHT-TO-KNOW POLICY

OPEN RECORDS OFFICER

Benezette Township hereby designates Wendy Trayer, Secretary/Treasurer, as the township Open Records Officer at the Benezette Township Monthly Meeting held on May 6, 2025.

The Open Records Officer may be reached at 105 School House Road, PO Box 10, Benezette, PA 15821, Phone: (814) 787-8811, or Fax: (814) 787-4393.

GENERAL

All documents deemed public records shall be available for inspection, retrieval, and duplication at the Municipal Building during business hours.

REQUESTS

Requests shall be made in writing to the township Open Records Officer on the form provided by the township.

FEES

Paper copies shall be \$.25. – A copy is either a single-sided copy, or one side of a double-sided copy. The certification of a record is \$1.00 per record. If mailing is requested, the actual cost of postage will be charged. The township shall require prepayment if the total fees are estimated to exceed \$100.00. See Office of Open Records – Official RTKL Fee Schedule for further details.

RESPONSE

Upon receipt of a written request for access to a record, the Open Records Officer shall make a good faith effort to determine if the record requested is a public record. The time for response shall not exceed five business days from the date the written request was received by the Open Records Officer. All applicable fees shall be paid in order to receive access to the record(s) requested. If access to a record is denied, the response shall include the reason for denial as outlined in Right-to-Know-Law, Act of Feb. 14, 2008, P.L. 6, No. 3, Chapter 9, Section 903.

APPEALS

If a Right-to-Know request is denied, you can file an appeal with the Office of Open Records. There is no fee and you do not need an attorney. All appeals must be made in writing and must be submitted to the Office of Open Records within 15 business days from the mailing date of the township's response or the date the request was deemed denied.

Appeals may be submitted online at: [OOR - How to File an Appeal](#)

Appeals may also be submitted via fax (717-425-5343) or postal mail:

Office of Open Records
333 Market Street, 16th Floor
Harrisburg, PA 17101-2234