FAWN GROVE BOROUGH
YORK COUNTY, PENNSYLVANIA

RESOLUTION

A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF FAWN GROVE, YORK COUNTY, PENNSYLVANIA, ESTABLISHING A RECORDS POLICY

WHEREAS, Borough Council desires to provide a means of access for the members of the public to the records of the Borough;

NOW, THEREFORE, be it resolved as follows:

Borough records will be available for inspection and copying by the public, to take place by appointment and at the Borough Offices.

Fees will be charged for the copying of such records at the cost of Thirty-five Cents ($0.35) per page.

Request for copying of records s hall be in writing in the form provided by Borough. Any written request must include the name and address of the requestor and specific descriptions of the records sought.

Requests shall be forwarded to the Borough Secretary either by mail to PO Box 131, Fawn Grove, PA 17321, or by personal delivery to the Borough at the Borough Offices situate at 171 South Market Street, Fawn Grove, PA, or by fax to 717-382-4153. The Borough and Borough employees shall, to the extent possible, respond to said request within a reasonable period of time.

WITNESS the execution hereof this 4th day of February, 2008.

ATTEST: FAWN GROVE BOROUGH

Monica Reinsfelder By Gordon McFadden

Secretary (Vice) President, Borough Council

APPROVED BY THE MAYOR OF THE BOROUGH OF FAWN GROVE, YORK COUNTY, PENNSYLVANIA THIS 4TH DAY OF FEBRUARY, 2008.

Mayor

F:\users\dra\fgb\resolution\Records Policy.doc