

Lorain Borough Right-to-Know Policy

Open Records Officer

Lorain Borough hereby designates the Borough Secretary, currently Tamra J. Ramos, as the Borough Open Records Officer. There currently is no Alternate Open Records Officer.

Requests

Public records will be available for inspection and copying at the Lorain Borough Municipal Building located at 503 Green Valley Street upon request.

Requests shall be in writing and directed to the Open Records Officer at Lorain Borough, Tamra J. Ramos, 503 Green Valley Street, Johnstown, PA 15902 or sent via email. Written requests shall be on a form provided by the Borough and shall include the date of the request, the name and address of the requester, and a clear description of the records sought.

Open Records Officer at lorainborough@hotmail.com

Fees

Paper copies will be \$.25 per page or per side of a two-sided copy. Specialized documents including, but not limited to, blueprints, and non-standard sized documents shall be charged the actual cost of production. If "True and Correct Certification" is requested, an additional charge of \$1.00 will be added. If mailing is requested, the cost of postage will be charged. The Borough will require prepayment if the total fees are estimated to exceed \$50.

Response

The Borough will make good faith effort to provide the requested public records as promptly as feasible. The Open Records Officer shall cooperate with those requesting to review and/or duplicate original Borough documents while taking reasonable measures to protect the Borough documents from the possibility of theft, damage and/or modification.

The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer shall respond to all such requests in a manner consistent with Act 3 of 2008, the Right-to-Know Law.

If access to a record is denied, the response shall include a reason for denial as stipulated in Act 3 of 2009, the Right-to-Know Law.

Contact Information for Appeals

If a written request is denied or deemed denied, the requester may file an appeal in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120.

Appeals of requests for criminal records shall be made to the District Attorney of Cambria County, Kelly Callihan, at Office of District Attorney, Cambria County Courthouse, 200 South Center Street, Ebensburg, PA 15931.

If you have questions regarding our Right-to-Know Policy, please contact 814-535-7074.

Click here for a Record Request Form
Click here for a copy of the Right to Know Policy