

Chapter 23

RECORDS

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[HISTORY: Adopted by the Borough Council of the Borough of Heidelberg 9-17-1991 by Res. No. 3-1991. Amendments noted where applicable.]

§ 23-1. Requests for examination or copying of records.

All requests for the examination, inspection and/or copying of records shall be made to the Borough Secretary, in writing, setting forth specifically the records that are being requested for examination and/or inspection.

§ 23-2. Review by Secretary; notification of applicant.

- A. The Borough Secretary shall review the records, determine the number of pages involved and notify the applicant of the number of pages involved.
- B. Said notice shall be in writing to the applicant and within 30 days of the date of receipt of the request.

§ 23-3. Copying of records by Secretary; cost.

- A. The applicant may purchase photocopies of the records, which will be photocopied by the Secretary and returned to the applicant upon payment of a copying charge as set from time to time by resolution of the Borough Council, to be paid in advance.¹
- B. Said payment shall be made to the Borough of Heidelberg.

§ 23-4. Use of personal copy machines.

In the event that the applicant desires to examine the records and make copies of the records on his/her own machine or own copying process, the applicant shall so notify the borough, in writing, of that request and produce the necessary machine for the purposes of making copies, photographs or photostats.

¹ Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

§ 23-5. Reimbursement of Secretary's costs; deposit.

- A. The Secretary shall determine the approximate amount of time that it will take for the individual to examine and inspect the records. The applicant shall be responsible for the reimbursement to the borough of the actual cost of the Secretary's time, including wages and fringe benefits for all time in excess of 1/2 hour per request.
- B. The borough may request a deposit to assure the borough that it will be reimbursed for the expenses incurred by the borough in making the records available for copying.

§ 23-6. Removal of records prohibited.

No records shall be removed from the borough building for the purpose of copying the records, and the records may not be examined except under supervision of the Borough Secretary or a designee of the Borough Secretary.

§ 23-7. Grievances; hearing before Council.

Any person aggrieved by the charges may request a formal hearing before the Borough Council within 30 days of receipt of the notification of the charges, and the matter will be considered by the Borough Council at the next scheduled public meeting of the borough. The matter will be considered under the public portion of the borough agenda.