

**FAIRFIELD BOROUGH  
ADAMS COUNTY  
COMMONWEALTH OF PENNSYLVANIA**

**RESOLUTION #04 of 2024**

**A RESOLUTION OF THE BOROUGH OF FAIRFIELD UPDATING  
IMPLEMENTED POLICIES RELEVANT TO THE OPEN RECORDS ACT  
(THE PENNSYLVANIA RIGHT-TO-KNOW LAW)**

**WHEREAS:** The Fairfield Borough Council adopted a Resolution on January 27, 2009, implementing policies pursuant to the Open Records Act, also known as the Pennsylvania Right-To-Know law; and

**WHEREAS:** The Office of Open Records has recently shared knowledge of multiple requests from anonymous senders and those that appear to be suspicious, a phishing attempt, or spam;

**NOW, THEREFORE, BE IT RESOLVED** by the Fairfield Borough Council that the Resolution of January 27, 2009, is hereby updated to allow the Borough to decline to accept Right-To-Know requests from anonymous senders, from senders outside the United States of America, or those that appear suspicious or to be a phishing attempt or spam **and** to provide the option to require that Right-To-Know requests be submitted in paper form or within the body of an email request without requiring the Borough office to open an attachment.

The full text of the original Resolution of January 27, 2009, as updated with the newly integrated conditions, is as follows:

1. The Secretary of the Borough of Fairfield shall be the designated open records officer, but she or he may designate certain employees to process public records requests.
2. All requests for public records under this policy shall be specific in identifying and describing each public record requested. The Borough shall not be required to create a record where none exists or to compile, maintain, format or organize a public record in a manner different from what is normally done.
3. All requests for public records shall be made on a form provided by the Pennsylvania Office of Open Records and shall be made available by the Secretary to the requestor.
4. The Borough shall not be required to accept Right-To-Know requests from senders outside the United States of America, from anonymous entities, or from those that appear suspicious or to be a phishing attempt or spam.
5. The Borough may require that a Right-To-Know request be sent via postal mail or within the body of an email without the need to open an email attachment.
6. In no event shall the Borough provide extraordinary staff to respond to a request but will respond in a manner consistent with the Borough's normal administrative responsibilities.

7. The Borough intends to comply in full with the provisions of the Open Records Act (The Pennsylvania Right-To-Know Law) full terms of which are adopted hereunder.
8. If access to a public record is approved, the public record shall be available for access during the regular business hours of the Borough. The designated employee shall cooperate fully with the requestor while also taking reasonable measures to protect Borough public records from the possibility of theft and/or modification. The presence of a designated employee is required when public records are examined and inspected.
9. Fees for the duplication of public records and all other procedures shall be as set forth on a fee structure form and policy form prepared by the Pennsylvania Office of Open Records and attached hereto and made part hereof. Fees may be modified by Resolution from time to time.

**DULY ADOPTED** BY THE Fairfield Borough Council, County of Adams, Fairfield, Pennsylvania, in lawful session duly assembled this 5th day of June, 2024.

Fairfield Borough Council  
County of Adams  
Commonwealth of Pennsylvania

By: \_\_\_\_\_  
Patricia T. Smith, President

ATTEST:

(Seal)

\_\_\_\_\_  
Susan E. Wagle, Secretary/Treasurer