

RESOLUTION NO. 13 – 2003

**RESOLUTION OF THE TOWNSHIP OF BRISTOL,
BUCKS COUNTY, PENNSYLVANIA
ESTABLISHING A POLICY FOR THE RELEASE OF THE
GENERAL RECORDS OF BRISTOL TOWNSHIP**

WHEREAS, the Bristol Township Council recognizes and respect the right of the general public to inspect and examine public information; and

WHEREAS, the Bristol Township Council, also, recognizes and respects the need for the Township to maintain certain Township information in a confidential manner; and

NOW, THEREFORE, BE IT RESOLVED AND ADOPTED: The Council of the Township of Bristol, Bucks County, Pennsylvania, hereby amends Resolution 09-2000 governing the policy for the release of Township records to read:

1. General Township records, which include but are not limited to, monthly financial reports, agendas, meeting notices, public notices, monthly reports, will be available to the public at no charge.
2. Police accident reports will be available for \$15.00
3. Tax Certifications are provided for in Resolution number 22-99
4. Requests for documents in the Community Development Office are governed by guidelines and regulations of the U. S. Department of Housing and Urban Development Solicitor.
5. Copies of documents requested from the Fire Marshal's Office are provided for under Resolution number 10-2000.
6. Copies of all other documents will be submitted in writing to the appropriate department.
7. Copies of public documents will be provided at \$.50 a page plus the cost of research and retrieval of requested documents at \$35.00 an hour for the first hour and \$25.00 an hour there after. A deposit of \$35.00 must accompany the written request. Requests for documents that require research and copying will be acknowledged. A time frame and cost estimate will be supplied before the research begins.
8. If requested documents have been printed in large quantity the office preparing the document will establish a fee.

9. The following records will **not** be released to the public:

- Personnel Records
- Documents related to litigation
- Records maintained by the Police Department that involves criminal action
- Inspection reports, diaries, memorandum, notes in-house, correspondence or anything that would qualify as work product of a Township employee.

10. The items identified in item #9 will not be voluntarily released. If a subpoena is served upon the Township, which specifically requests above referenced documents, the Township Solicitor will review each request on a case by case basis to determine what information is sought, review the individual files for that information and produce information upon the condition that such information that is produced is not for public dissemination and that it not be utilized for any other purpose beyond that for which it is produced.

11. In the event a dispute with the attorney subpoenaing personnel records occurs, the Solicitor will take the necessary steps to protect the interest of the Township and its employees.

BE IT FURTHER RESOLVED, that any sections of any resolution or ordinance which are inconsistent with the provisions of the resolution are hereby repealed; and

BE IT FURTHER RESOLVED, the resolution becomes effective immediately upon passage.

RESOLUTION adopted this 16th day of October, 2003.

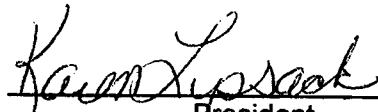
ATTEST:

(Seal)

COUNCIL OF THE TOWNSHIP
BRISTOL, BUCKS COUNTY,
PENNSYLVANIA



Secretary

BY: 

President