

M2011-51 1/19

**MONROE COUNTY, PENNSYLVANIA**  
**RIGHT-TO-KNOW POLICY**

The County designates Greg F. Christine as the County Open Records Officer. Requests for information can be submitted as follows:

Greg F. Christine, Open Records Officer  
Monroe County Open Records Office  
Monroe County Administrative Center  
One Quaker Plaza, Room 104  
Stroudsburg, PA 18360  
openrecords@co.monroe.pa.us  
570-517-3850  
570-517-3857 (fax)

**GENERAL:**

All documents deemed public records shall be available for inspection, retrieval and duplication at the Open Records Office 8:30 a.m. to 4:30 p.m. Monday through Friday, with the exception of holidays.

The County shall follow all applicable policies and procedures in administering this policy in accordance with the Pennsylvania Right-to-Know Law, Act of February 14, 2008, 65 P.S. Section 67.101, et seq. (Act No. 2008-3) (the Act).

**REQUESTS:**

Requests shall be made in writing and delivered by United States Postal Service, facsimile or via email to the Open Records Office. No oral requests will be fulfilled. The request must be as specific as possible as to the document(s) requested. All requests must include the name and address of the requestor. The Open Records Officer shall refuse to accept any request that does not identify the Requester. All requests and time frames for response and denials or appeals are under and subject to the hereinabove Act.

**FEES:**

Paper copies shall be 25 cents per page, per side. The certification of a record is \$1 per record. Specialized documents including, but not limited to, blue prints, color copies and non-standard size documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged.

ADOPTED THIS 19<sup>th</sup> day of January, 2011 by the Monroe County Board of Commissioners.

  
Chairman