

How to Access Public Documents

Generally speaking, the following documents are available for public review:

- Documents regarding public expenditures, such as budgets, invoices, and contracts.
- Official reports created by borough employees or officers of the borough.
- Zoning documents, such as zoning applications, plans, decisions, and any documents submitted during a zoning hearing.
- Documents related to code enforcement, such as building permits, inspection reports, and citations.
- Any documents produced or submitted during a public hearing, such as council meeting minutes and borough ordinances.
- Documents related to legal actions brought by or against the borough.
- Police reports, except in cases involving juveniles or ongoing investigations.
- Names of tax delinquents cannot be made public, and notes made by borough employees usually are not public record.

To view or obtain a copy of a public record, go to Borough Hall and fill out a Information Request, Form" indicating the documents you want. Give the form to the receptionist or mail or fax it to the borough.

The borough secretary is responsible for assuring that the borough complies with the Pennsylvania right-to-know law. She will determine whether the document is public record. If it is, the secretary will either provide the document to you or forward your request to the appropriate department. When the document is found and ready for you, you will be contacted. Photocopies cost 15 ¢ per page.

This process should take no longer than five business days. If the borough denies your request, you will be notified of the denial along with a reason. Those denied access to a public document can file an appeal. Borough council will hold a hearing to review the appeal within 30 days. However, the borough has never had an appeal of a document request denial. In fact, denials are fairly rare.

Montgomery County also makes many public documents regarding criminal cases, civil cases, and real estate available on its web site at <http://www.2montcopa.org/montco/site/default.asp>