

Open Records Procedure

The Borough of Emmaus is committed to compliance with the Pennsylvania Right to Know Law, as openness in government is the hallmark of government accountability. Making a request for information pursuant to the Right to Know Law is easy. A request is made by submitting a written request to the Borough Manager, who is the Borough's Open Records Officer, on an official Open Records Request form. The form is available in the Borough Manager's Office in Emmaus Town Hall, 28 South 4th Street, Emmaus, PA, or on the Borough's website under the "Documents/Forms" tab on the site's homepage.

To make the request, complete the form and deliver it by mail or in person to the Borough Manager's Office. You will receive a response within 5 working days. Usually, the requested documents will be forwarded within that time, but for requests that require research or are complex, the initial response may explain to you that responding will take more time. You are responsible for the cost of copying the documents, at the rate of 25 cents per page. If the request requires substantial commitment of staff time, then there could be an additional charge, in which event you will be advised of the charges in advance.

We make every effort to ensure that we comply with the Right to Know Law. However, if you believe that we have not complied with the Law when handling your request you have the right to appeal to the Pennsylvania Office of Open Records, which will determine if the Borough complied.

The contact information for the Borough's Open Records Officer and for the state Office of Open Records is:

Borough of Emmaus Open Records Officer

Craig Neely, Borough Manager
28 So. 4th Street
Emmaus, PA 18049
610-966-6357
610-965-0702 (fax)
Email: cneely@borough.emmaus.pa.us

Pennsylvania Office of Open Records

Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225
717-346-9903
717-425-5342 (fax)

Email: openrecords@state.pa.us

The Borough of Emmaus is proud to carry on its tradition of openness, and encourages you to take advantage of opportunities to participate in our fine community's government.