

# Exhibit A

## Policy for Board of Supervisors Access to Township Records

Individual members of the East Brandywine Township's Board of Supervisors may request access to Township records to perform their vital duties of public policy-setting and oversight of Township operations. The Right-to-Know Law, 65 P.S. §67.101 et seq. was enacted to provide procedures for responding to requests for access to public records by members of the public, and does not address a policy for access to Township records by Board members.

Township Staff, who are ultimately responsible for the appropriate retention of all Township records, has requested the Board adopt a policy to protect such records, reduce Township liability, and prevent unnecessary interference with the regular discharge of the duties by the individual custodian of a given record.

1. This policy shall not pertain to the Criminal Justice Information (CJI) maintained by the East Brandywine Township Police Department. Access to CJI is regulated by Federal and Commonwealth Law.
2. Board Members shall have read-only access to the Township's electronic records management software (Laserfiche) and the contents of the Township Administration's Local Area Network (LAN) via the "scan" workstation located in the Township Building. This material can be accessed during the same days and times that the Township key fobs may be used to access the Township Building itself. All parties should be aware that the local electronic data is unavailable during routine server maintenance and during digital backup.
3. Paper records contained in the filing cabinets located throughout the Township Building and the storage rooms (Rooms 114 & 115) shall be locked outside of normal business hours for the Township. During normal business hours, the staff custodian of a particular record shall provide individual members of the Board of Supervisors access to original records. Board members may make any needed copies. As a courtesy, staff requests that Board members provide the custodian of said record a list of any copied materials. Original records shall not be removed from the Township Building.
4. Board members unwilling or unable to conduct research in person may request copies of any record from the Township Manager or Assistant Township Manager, who will endeavor to clarify what material is being sought and to provide copies of the same as time permits based on the Manager and Assistant Manager's workload. All records that are pulled shall not be redacted by Staff unless necessary to protect information subject to state or federal privacy laws, rules or regulations. All records pulled for any individual Board member in this fashion will be shared by the Township Manager or Assistant Township Manager with the full Board of Supervisors.
5. Board members are advised that any records located by the methods described in this policy cannot be presumed to be public records and should therefore never be forwarded to or shared with any other person. If any other person desires a copy of the record, he or she must submit a Right-to-Know request. Township records obtained from Staff on behalf of a Board member or from in-person searches of records by members of the Board may contain privileged attorney-client content, protected health information, security system details, bank account numbers, copyrighted materials, personnel records, home phone numbers, or other material explicitly designated as "not public" by the Right-to-Know Law or otherwise subject to state or federal privacy laws, rules or regulations.
6. Access to records is for individual members of the Board of Supervisors. The Board member may not be accompanied by anyone other than a member of the Township Staff or the Township Solicitor when accessing the records.