

Chapter 7. INSPECTIONS

7.1 Inspection in General

Except as otherwise provided in these Rules and Regulations and by the law, those records of the Commission qualifying as public records shall be open to the public and available for inspection during normal business hours. A member of the Commission, or any person who may, from time to time, be designated by the Commission, shall be present at all time during any inspection of any records of the Commission.

7.2 Inspection of Examination Material

All Commission examination materials shall be confidential and shall not be open to general public inspection. Any examined applicant may inspect his examination papers, provided that:

- A. He makes a written request to the Commission within seven (7) working days from the date the written examination scores were posted, and;
- B. He receives the written consent of the Commission to inspect his examination file;
- C. He makes his inspection within five (5) working days from the date of the mailing of the consent of the Commission.

Before any member of the Commission, or any person designated by the Commission, permits any inspection of examination files, he shall secure the consent of the Commission and he shall limit the inspection by the examined applicant to only those examination files indicated in the letter of consent. No examined applicant shall be permitted to inspect any examination file other than his own.

Chapter 8. Resolution for Adoption of Rules

The foregoing Civil Service Rules and Regulations, which are in accordance with powers granted by the civil service provisions of the Pennsylvania Borough Code, enacted by the General Assembly of the Commonwealth of Pennsylvania and in accordance with the authority granted by the municipal governing body of Gettysburg, Pennsylvania, are hereby adopted by the Civil Service Commission of Gettysburg, Pennsylvania on.