

**Chester County Water Resources Authority**  
**Pennsylvania Right-to-Know Law**  
**Statement of Policy**  
**As adopted on March 18, 2009**

It is the policy of Chester County Water Resources Authority (“The Authority”) to comply with Act 3 of 2008 (the “Right-to-Know Law”). In accordance with such policy the following procedures will be followed.

**1. Public Records**

All documents deemed public records by the Pennsylvania Right-to-Know Law shall be available for inspection, retrieval, and duplication at the Authority’s offices during established business hours (8:30 a.m. to 4:30 p.m.) with the exception of weekends and holidays.

**2. Open Records Officer**

In accordance with the Right-to-Know Law, the Authority has appointed Emily Gallo as the Authority’s Open Records Officer.

The Open Records Officer may be reached at:

Chester County Water Resources Authority  
601 Westtown Road  
Suite 260  
West Chester, PA 19380  
(610) 344-5400

**3. Requests**

Requests shall be made in writing to the Authority’s Open Records Officer on the form attached hereto as Schedule 1.

**4. Fees**

The Authority will charge fees with respect to any Right-to-Know request in accordance with Schedule 2 attached hereto.

**5. Response**

The Authority will make a good-faith effort to provide the requested public record(s) as promptly as possible. The Open Records Officer will cooperate with those requesting records to review and/or duplicate original Authority documents while taking reasonable measures to protect the Authority’s documents from the possibility of theft, damage and/or modification.

The Open Records Officer will review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer will respond to such requests in writing consistent with the Right-to-Know Law. Responses will be on the forms attached hereto as

Schedules 3-a (granting the request), 3-b (denying the request) and 3-c (granting the request in part and denying the request in part), as applicable.

If access to a record is denied, the response will include a reason for denial as stipulated in the Right-to-Know Law.

## **6. Contact Information for Appeals**

If a written request is denied or deemed denied, the requester may file an appeal in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level Harrisburg, PA 17120-0225.

## **7. Appeals Process**

An appeal must be filed within fifteen (15) business days of the mailing date of the Authority's response or within fifteen (15) business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts the record is a public record and shall address any grounds stated by the Authority for delaying or denying the request.

## **8. Posting of Information**

The Authority will post the following information at the offices of the Authority and on the Authority's internet website:

- (a) contact information for the Right to Know Officer:

Emily Gallo  
Chester County Water Resources Authority  
601 Westtown Road  
Suite 260  
West Chester, PA 19380  
(610) 344-5400;

- (b) contact information for the Office of Open Records:

Commonwealth of Pennsylvania  
Office of Open Records  
Commonwealth Keystone Building  
400 North Street, Plaza Level  
Harrisburg, PA 17120-0225  
Telephone: 717-346-9903  
Email: openrecords@state.pa.us  
Executive Director: Terry Mutchler  
Deputy Director: Barry Fox;

- (c) the form to be used to file a request; and

- (d) a copy of this policy enacted by the Authority relating to the Right-to-Know Law.

**CHESTER COUNTY WATER RESOURCES AUTHORITY**  
**RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:**

**REQUEST SUBMITTED BY:**    E-MAIL        U.S. MAIL    FAX    IN-PERSON

**NAME OF REQUESTER:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY/STATE/COUNTY (Required):** \_\_\_\_\_

**TELEPHONE (Optional):** \_\_\_\_\_

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the Authority can identify the information.*

**DO YOU WANT COPIES? YES or NO**

**DO YOU WANT TO INSPECT THE RECORDS? YES or NO**

**DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO**

**RIGHT TO KNOW OFFICER:**    Emily Gallo

**DATE RECEIVED BY THE AGENCY:** \_\_\_\_\_

**AGENCY FIVE (5)-DAY RESPONSE DUE:** \_\_\_\_\_

## Fee Structure

As revised June 17, 2009

<b>Record Type</b>	<b>Fee</b>
<b>Copies:</b> (A "photocopy" is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5" x 11" page)	one sided copies: 25 cents per page two sided copies: 25 cents per side  <b>***Fees for copies will be charged on requests where the information being reproduced is an individual document that is more than 15 pages in length, involves reproducing from multiple sources or is a document that is larger than 8.5" x 11" in size.</b>
<b>Certification of a Record:</b>	\$1.00 per record. Certification fees do not include notarization fees.
<b>Specialized documents:</b> (For example, but not limited to, blue prints, color copies, non-standard sized documents)	Actual cost
<b>Facsimile/Microfiche/Other Media:</b>	Actual cost
<b>Redaction Fee:</b>	No redaction fee will be imposed
<b>Conversion to Paper:</b>	If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium.
<b>Postage Fees:</b>	Actual cost of mailing

### Special Considerations

- **Statutory Fees:** If a separate statute authorizes the Authority to charge a set amount for a certain type of record, the Authority may charge no more than that statutory amount.
- **Inspection of Redacted Records:** If a requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the Authority will redact the non-public information. The Authority will not charge the requester for the redaction. However, the Authority will charge for the copies it must make of the redacted material in order for the requester to view the public record. The fee structure set forth above will apply. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee will be charged.
- **Fee Limitations:** Except as otherwise provided by statute, no other fees will be imposed unless the Authority necessarily incurs costs for complying with the request, and such fees are reasonable. No fee will be imposed for the Authority's review of a record to determine whether the record is a public record, legislative record or financial record subject to access in accordance with the Right-to-Know Law. No fee will be charged for searching for or retrieval of documents. The Authority will not charge staff time or salary for complying with a request.
- **Prepayment:** Prior to granting a request for access in accordance with the Right-to-Know Law, the Authority will require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.
- Once the request is fulfilled and prepared for release, the Authority will obtain the cost of the records prior to releasing the records.