

REQUEST FOR INSPECTION AND/OR DUPLICATION OF PUBLIC RECORDS

Requests for inspection and/or duplication of public records shall be made to the Open-Records Officer. Requests may be made in person at the PWSA office at 1200 Penn Avenue, Pittsburgh, Pennsylvania, during normal business hours (Mondays through Fridays from 8:00 a.m. until 4:00 p.m.); by mail to 1200 Penn Avenue, Pittsburgh, PA 15222; by fax to (412) 393-0522; or by e-mail to info@pgh2o.com.

The PWSA is not required to and will not compile lists, prepare summaries, or create documents that do not exist. The PWSA will provide access to and duplication of existing PWSA records which are public records under the Right-to-Know Law, as long as the disclosure of the records is not prohibited by any other law. .

Name (Optional): _____

Address (Optional): _____

City / State (Required): _____

Daytime Telephone Number (Optional): _____

Fax Number (Optional): _____

I am submitting this request (circle applicable) by:

Mail Fax In Person E-mail

It is the intent of the PWSA to comply in all respects with the Pennsylvania Right-to-Know Law. In order to process a request for inspection and/or duplication of a public record, the PWSA requires sufficient and specific information to identify the record. The PWSA may deny a request if there is inadequate information for the PWSA to identify the specific record requested. Please provide as much of the following requested information as possible:

Type of document (e.g. resolution, meeting minutes, etc.):

Subject of document (e.g. dye testing regulations, permit for a specifically identified property, etc.) **Provide as much specific detail as possible so the Authority can identify the information:*

Approximate date or dates of documents (should be within a three to six month time frame):

Please state any other information which you believe would assist the PWSA in identifying the public record which you seek:

I wish to examine this public record at the PWSA office (circle applicable): Yes No

I wish to obtain a copy of this public record (circle applicable): Yes No

Unless otherwise requested, the PWSA will provide (1) a reference to the web site address when the requested record is available on a web site or, (2) if not available on the Internet, paper photocopies of public records. The PWSA does not guarantee a requested record is available or can be made available in any other format.

I wish a copy of the public record in the following format or media if possible:

I wish the PWSA to mail a copy of this public record to me (circle applicable): Yes No

I wish the public record to be mailed to the following address:

The name and contact information for the PWSA Open-Records Officer is as follows:

Tracy Smith
Pittsburgh Water and Sewer Authority
1200 Penn Avenue
Pittsburgh, PA 15222
(412) 255-2376

The hours of the Open-Records Officer are Mondays through Fridays from 8:00 a.m. until 4:00 p.m.

I acknowledge that the PWSA may impose fees pursuant to section 1307 of the Right-to-Know Law to fulfill this request. I acknowledge that the PWSA does not have to provide me with the copies (if any) I have requested until I pay the fees in full. If the fees required to fulfill the request are expected to exceed \$100.00, I acknowledge that the PWSA may require that I prepay an estimate of the fees prior to granting my request for access in accordance with the Right-to-Know Law.

Date

Signature

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

To Be Completed by the Pittsburgh Water and Sewer Authority

Date of Receipt: _____

Computation of Expiration of five-day period to respond: _____

A copy of this request shall, pursuant to section 502 (b) (2) (iii) of the Law, be maintained until the request has been fulfilled. If the request is denied, a copy shall be maintained for thirty (30) days or, if an appeal is filed, until a final determination is issued under Section 1101 (b) of the Right-to-Know Law or the appeal is denied.