

**RESOLUTION NO. 6 OF 2009**

**Adopting A Policy For Inspection And Duplication Of Public Records  
In Accordance With The Pennsylvania Right-To-Know Law, Act 3 Of 2008**

**WHEREAS**, the Pittsburgh Water and Sewer Authority (“Authority”) is a local agency as that term is defined in the Pennsylvania Right- to-Know Law, Act of February 14, 2008, P.L. 6, No. 3; and

**WHEREAS**, Section 504 of the Right-to-Know Law provides that the Authority may adopt a policy to implement the Right-to-Know Law and to establish procedures for inspection and duplication of public records; and

**WHEREAS**, the Authority desires to adopt a written policy for processing of requests for inspection and duplication of public records under the Right-to-Know Law.

**NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED** as follows:

**Section 1.** The Authority hereby appoints Tracy Smith as the Authority Open-Records Officer, who shall be responsible to:

1. Receive requests submitted to the Authority under the Act for access to records.
2. Review and respond to written requests in accordance with law, Authority policy and administrative regulations.
3. Direct requests to other appropriate persons in the Authority or to appropriate persons in another agency.
4. Track the Authority’s progress in responding to requests.
5. Issue interim and final responses to submitted requests.
6. Maintain a log of all record requests and their disposition.
7. Ensure Authority staff are trained to perform assigned job functions relative to requests for access to records.

**Section 2.** The Authority hereby adopts the policy for requests for inspection and duplication of public records attached hereto as Exhibit “A” and incorporated herein.

Cont’d.

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**Page 2**

**Section 3.** The Authority shall post on the Authority's web site the following information:

1. Contact information for the Authority Open-Records Officer.
2. Contact information for the state's Office of Open Records or other applicable appeals officer.
3. The form to be used to file a request.
4. Authority policy, regulations and procedures governing requests for access to the Authority's public records.

**Section 4.** In the event any provision, section, sentence, clause, or part of this Resolution shall be held to be invalid, illegal, or unconstitutional by a court of competent jurisdiction, such invalidity, illegality, or unconstitutionality shall not affect or impair the remaining provisions, sections, sentences, clauses, or parts of this Resolution, it being the intent of the Authority that the remainder of the Resolution shall be and shall remain in full force and effect.

**Section 5.** This Resolution shall take effect and be in force immediately.

**DULY ADOPTED AT A REGULAR  
MEETING OF THE PITTSBURGH  
WATER AND SEWER AUTHORITY  
HELD ON JANUARY 16, 2009.**

  
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Secretary

