

THE MUNICIPAL AUTHORITY OF THE TOWNSHIP OF ROBINSON

Open Records Policies and Regulations

Requests for Access to “Public Records”

“Public records,” as defined by the Pennsylvania Right-to-Know Law, Act of February 14, 2008, P.L. 6, No. 3 (the “Law”), as amended, and as approved by the Solicitor’s office, will be available for inspection and the ordering of copies at the offices of the Municipal Authority of the Township of Robinson (the “Authority”) during normal business hours, Monday through Friday, 9:00 A.M. to 3:00 P.M., with the exception of holidays and other closures.

All requests for access to “public records” (“Requests”) shall be in writing, addressed and submitted to the attention of the Authority’s Open Records Officer at the following address:

The Municipal Authority of the Township of Robinson
4200 Campbells Run Road
Robinson Township, PA 15205-1304

Phone: 412-923-2411
Fax: 412-923-2347

All Requests shall be made only on a form approved by the Authority, known as a Request for Public Records, which is available on the Authority’s website at www.robinsonwater.com and attached hereto. Any Request submitted to the Authority shall be *substantially similar in form* to that attached hereto. A Request may be submitted to the Authority in person, by mail or by facsimile. The Authority’s Executive Director or, in the absence of the Executive Director, the Director of Finance and Administration, with prior review and approval by the Solicitor, may amend the Request form without approval by the Authority’s Board of Directors.

Fees

Paper copies of all “public records” produced are provided subject to a photocopy charge of \$.50 per page per side. If mailing of the “public records” is requested, the cost of postage will be charged and all fees must be paid to the Authority prior to mailing. If certified copies of the “public records” is requested, an additional charge of \$2.00 will be added. The Authority requires payment of the total fees prior to producing the “public records.”

Response

Immediately upon its receipt of a Request, the Authority will make a good faith effort to locate the requested records. If the Authority believes it will require more than five (5) business days to locate the requested records and to conduct a review of the records to determine if any records are “public records” under the Law, it will advise the requester in writing that additional time is required to conclude that process.

If any requested records are located within the Authority's records, the Authority will then conduct a review of such records to determine if the requested records are "public records" as defined by the Law. Upon a determination that there are "public records" responsive to a Request, the Authority will provide a written response to the requester, advising the requester of this determination and providing a date on which access to, or copies of, these "public records" will be available. Conversely, if it is determined that there no "public records" to which access shall be provided, the Authority will provide written notice of that determination to the requester.

Authority employees shall cooperate with those requesting to review and/or order copies of original "public records" in accordance with the Act, while taking reasonable measures to protect original "public records" from the possibility of theft and/or modification.

The Authority has the right to have any Authority employee or other designee present with the requester during the entire time, or portions of the time, the requester is examining the "public records." Under no circumstances is any Authority "public record" to be taken by any requester to a place either within or outside of the Authority's office building other than the place the Authority designates as the place where the "public records" are to be inspected.

Appeals Process

If a Request is denied or deemed denied, in whole or in part, the requester has rights to appeal to the Pennsylvania Office of Open Records. Contact information for the Pennsylvania Office of Open Records is as follows:

Commonwealth of Pennsylvania
Office of Open Records
333 Market Street, 16th Floor
Harrisburg, PA 17101-2234

Phone: 717-346-9903
Fax: 717-425-5343
Email: openrecords@pa.gov

Instructions for the filing of an appeal to the Pennsylvania Office of Open Records can be obtained by contacting that agency or are available on its website at www.openrecords.pa.gov.

Posting

This document and the Request for Public Records form shall be conspicuously posted in the Authority's main office and the Authority's website.

Miscellaneous

In the event the Authority determines, in its sole discretion, to waive any requirements of this policy or the Law, that action shall not be, nor construed to be, a waiver of the Authority's rights to insist on full and complete compliance with the written request procedure as described herein at any time thereafter, even with respect to subsequent de minimis requests.

By adopting this Open Records Policies and Regulations, the Authority is not waiving any right or privilege afforded it pursuant to the Law or any other applicable law, even though that right or privilege is not set forth or referenced herein.

Additional Details

The full, now-current version of the Law and other additional details can be found at the Pennsylvania Office of Open Records website here: <https://www.openrecords.pa.gov>.

Effective Date

This Open Records Policies and Regulations were adopted at a regular meeting of the Board of Directors held on April 13, 2022 and shall become effective immediately upon such adoption.

By: THE BOARD OF DIRECTORS OF THE MUNICIPAL
AUTHORITY OF THE TOWNSHIP OF ROBINSON