

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 designated Teresa Greenawalt 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 issued as either granting the request, denying the request, or 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 Executive Director, Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17126-0333.

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:

Teresa Greenawalt
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:

Executive Director
Office of Open Records
333 Market Street, 16th Floor
Harrisburg, PA 17101-2234
Telephone: 717-346-9903
Email: openrecords@pa.gov
Website: www.openrecords.pa.gov

- (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.