

CLARION BOROUGH STORMWATER AUTHORITY  
Clarion County, Pennsylvania

## Right-to Know Law Policy

(Adopted on April 11, 2019 pursuant to 65 P.S. § 67.504(a))

**Authority:** The Clarion Borough Stormwater Authority (“CBSA”) adopts this policy pursuant to Section 504(a) of the Right-to-Know Law, 65 P.S. §§ 67.101-67.3104 (“RTKL”). The Agency has made this policy available to the public at its administrative office located at 1400 East Main Street, Clarion, PA 16214 and on its public website at [www.clarionboro.org](http://www.clarionboro.org) along with the RTKL Request Form.

### Policy Statements:

1. The Clarion Borough Stormwater Authority designates Todd Colosimo as the acting Open Records Officer (ORO) on its behalf.
2. All right-to-know / open records requests are to be directed to the Authority's Open Records Officer.
3. The contact and office location information for the Open Records Officer is as follows:

Todd Colosimo, Open Records Officer  
Clarion Borough Administrative Office  
1400 East Main Street  
Clarion, PA 16214  
Telephone: (814) 226-7707, Extension 109  
Fax: (814) 226-9040  
Email: [tcolosimo@clarionboro.org](mailto:tcolosimo@clarionboro.org)

4. All public records are available for inspection Monday through Friday, 8:30 am until 3:30 pm, except for days when the office is closed. Some documents are also available on the CBSA tab at the Borough of Clarion’s website: [www.clarionboro.org](http://www.clarionboro.org)
5. Attached as Exhibit A is the standard Right-to-Know Request Form which must be used for all open records requests.
6. Upon receipt of an open records request, it shall be date and time stamped. The date that a response is due shall be entered upon the form. Thereafter, the Open Records Officer is to determine if this request is a repeat request for information that was previously denied. If yes, then the request must again be denied. If no, the Open Records Officer must then determine if the record exists. If it does not, the request is denied. If the record does exist, the Open Records Officer must then determine:
  - a) Is the requestor a legal resident of the United States? If no, request is denied. If yes,
  - b) Will the request require the retrieval of documents stored at a remote location? or
  - c) Will the request require review by the Authority’s solicitor? or
  - d) Is a timely response unable to be accomplished because of a bona fide or specified staffing shortage?

If the answer to any of the above-referenced questions is yes, then the requestor must be notified in writing within five (5) business days that the Authority is extending the response period up to thirty (30) days. If the answer to the above-referenced questions (b-d) is no, then the Open Records Officer must determine whether the requested information is exempt from disclosure per Section 708 of the Pennsylvania Right-to-Know Law. If the requested information is not exempt from disclosure, then the information must be provided to the requestor within the five (5) business day period.

If the requested information is exempt from disclosure, a response must be sent to the requestor within five (5) business days setting forth the relevant exceptions (see Section 708 of Pennsylvania Right-to-Know Law) or the case law supporting the denial.

If the requestor disagrees with the denial, he or she may file an appeal in writing with the Pennsylvania Office of Open Records within fifteen (15) business days. Appeals by mail are to be sent to: Erik Arneson, Executive Director, Office of Open Records, 333 Market Street, 16<sup>th</sup> Floor, Harrisburg, Pennsylvania 17101-2234. Appeals may also be submitted on-line. Instructions for written or on-line appeal submissions may be found under the Appeals tab at the Pennsylvania Office of Open Records website: [www.openrecords.pa.gov](http://www.openrecords.pa.gov)

7. The Authority will charge \$0.25 per page for copies of specific documents requested. Requestors may obtain copies of documents at the office of the Authority's Open Records Officer at the above-listed address. Postage costs will be assessed in addition to copying charges if the requested document(s) are mailed. News media are exempted from paying copying fees. No alternative document copy media will be provided. Requested document(s) may be electronically transmitted (emailed) or provided by fax.

**ADOPTED** by the Clarion Borough Stormwater Authority this 11<sup>th</sup> day of April, 2019.

**ATTEST:**

**CLARION BOROUGH STORMWATER  
AUTHORITY**

\_\_\_\_\_  
Tom DiStefano, Secretary

By: \_\_\_\_\_  
Jason Noto, Chairman

(SEAL)



## Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

**SUBMITTED TO AGENCY NAME:** \_\_\_\_\_ (Attn: AORO)

Date of Request: \_\_\_\_\_ Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

**RECORDS REQUESTED:** *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

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**DO YOU WANT COPIES?**  Yes, electronic copies preferred if available  
 Yes, printed copies preferred  
 No, in-person inspection of records preferred (*may request copies later*)

Do you want **certified copies**?  Yes (*may be subject to additional costs*)  No  
*RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.*

**Please notify me if fees associated with this request will be more than**  \$100 (or)  \$\_\_\_\_\_.

**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was:  Granted  Partially Granted & Denied  Denied Cost to Requester: \$\_\_\_\_\_

Appropriate third parties notified and given an opportunity to object to the release of requested records.