



Cambria Somerset Authority  
www.cambriasomersetwater.com

## CAMBRIA SOMERSET AUTHORITY

### RIGHT-TO-KNOW

#### BACKGROUND

- A. The Pennsylvania Right-to-Know Law (Act 3 of 2008) is effective January 1, 2009.
- B. Cambria Somerset Authority (CSA) is a public body, subject to the provisions of the Right-to-Know Law.
- C. CSA wishes to adopt a Resolution to replace its prior guidelines for requests for information.

#### RESOLUTION

**RESOLVED**, that effective January 1, 2009, the following policy is adopted concerning requests under the Commonwealth of Pennsylvania Right-to-Know Law as follows:

- 1. The Right-to-Know Officer is designated as CSA Operations Manager, 227 Franklin St., Suite 306, Johnstown, PA 15901.
- 2. The designation of CSA Operations Manager as the Right-to-Know Officer shall be published on the website of CSA.
- 3. All requests for information must be in writing. No oral requests will be honored.
- 4. The attached form shall be used for submission of all written requests.
- 5. All provisions of prior policies, resolutions or enactments by CSA are hereby repealed effective January 1, 2009.



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### RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY:    E-MAIL    U.S. MAIL    FAX    IN-PERSON

NAME OF REQUESTOR: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY (Required): \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_

**RECORDS REQUESTED:** *\*Provide as much specific detail as possible so the agency can identify the information.*

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: \_\_\_\_\_

DATE RECEIVED BY THE AGENCY: \_\_\_\_\_

AGENCY FIVE (5)-DAY RESPONSE DUE: \_\_\_\_\_