



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, Central Park Complex, 110 Franklin Street, Suite 200, 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 All provisions of prior policies, resolutions or enactments by CSA are hereby repealed effective January 1, 2009.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:** \_\_\_\_\_