

**REGULATIONS AND POLICIES OF THE**  
**EASTON SUBURBAN WATER AUTHORITY PURSUANT TO AND IN SUPPORT OF**  
**PENNSYLVANIA'S RIGHT TO KNOW LAW**  
**65 P.S. §66.1 TO 66.9 AS AMENDED**

These regulations and policies relating to Pennsylvania's Right to Know Law are hereby implemented pursuant to §504 of the Right to Know Statute.

With respect to the Authority's obligation to post information the following is hereby provided:

(1) The name and contact information of the Authority's Open Records Officer is Craig Swinsburg, 3700 Hartley Avenue, Easton, PA 18043-3819, Fax: 610-258-7780.

(2) Contact information for the Office of Open Records is Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4<sup>th</sup> Floor, Harrisburg, PA 17120-0225.

(3) The following form or a facsimile copy thereof shall be used to file a request for records to the Easton Suburban Water Authority

# EASTON SUBURBAN WATER AUTHORITY

3700 Hartley Avenue  
P. O. 3819A  
Easton, PA 18043-3819  
Phone: (610) 258-7181 – Fax: (610) 258-7780

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## Right-To-Know Request Form

Date Requested: \_\_\_\_\_

Request submitted by:     EMAIL     U.S. MAIL     FAX     IN PERSON

Request submitted to: (Agency name & address): \_\_\_\_\_

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Name of Requester: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/County/Zip(Required) \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_ Email (Optional) \_\_\_\_\_

RECORDS REQUESTED:

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

Please note: Retain a copy of this request for your files.  
It is a required document if you would need to file an appeal.

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### FOR AGENCY USE ONLY

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

(4) The regulations, policies and procedures of the agency relating to the Right to Know Act are set forth below:

1. Requests for Authority Records

All requests for records shall be in writing and shall be submitted on the approved form or facsimile or electronic copy thereof. The request may be submitted in person, by mail, by email or by facsimile transmission. The request must be addressed to the Open Records Officer designated above. The written request should identify or describe the records sought with sufficient specificity to enable the Authority to ascertain which records are being requested and the request shall include the name and address to which the Authority should address a response.

The Authority reserves the right, where applicable, to advise the requestor that the record being requested is available through publicly accessible electronic means or that the agency will provide access to inspect the record electronically. If the requestor is unwilling or unable to access the record electronically, the requestor may within thirty days following the Authority's notification, submit a written request to the Authority to have the record converted to paper. The Authority will provide access to the record in printed form within five days of receipt of the written request for conversion to paper.

2. Redaction

If the Authority determines that a public record contains information which is subject to access as well as information that is not subject to access, the Authority will grant access to the information which is subject to access and deny access to that information which is not subject to

access. The Authority reserves the right to redact from the record the information which is not subject to access and grant access to that information which is subject to access.

3. Authority Response

The Authority will make a good faith effort to determine if the record requested is a public record and will advise the requestor within the applicable statutory period, presently five (5) business days. The agency hereby adopts the following fee schedule:

- (a) Photocopying: 25 cents per page
- (b) Duplication of public, electronic and/or tape records: Actual cost to Authority of duplicating the public record
- (c) Certified copies: \$1.00 per page without notary fees
- (d) Postage: Actual cost to Authority.

In the event that the estimated cost of fulfilling a request submitted is expected to exceed \$100.00, the Right to Know Officer shall collect fifty (50%) percent of the expected cost in advance of fulfilling the request so as to avoid any additional expenses to the Authority.

When access to the public record requested is approved, but copies are not requested, the public record shall be made available for access during regular business hours at the Authority's facility at 3700 Hartley Avenue, Easton, Pennsylvania. The Right to Know Officer or a designated employee of the Authority shall be present when the public records are examined by the requestor.

4. Notice of Review.

In the event that the Open Records Officer determines that any of the provisions in §902 of the Act apply, then the Open Records Officer shall send a written notice to the Requester within five (5) business days of receipt of the request. The notice shall include a statement notifying the Requester that the request for access is being reviewed, the reason for the review, a reasonable date that a response is expected to be provided and an estimate of applicable fees owed when the record becomes available. If the date that the response is expected to be provided is in excess of thirty (30) days following the five (5) business days allowed for, the request for access shall be deemed denied unless the Requester has agreed in writing to an extension of the date specified in the notice.

If the Authority's response is denial of the written request for access in whole or in part, the denial will be issued in writing and will include a description of the record requested, the specific reasons for the denial, including a citation of supporting legal authority, the typed or printed name, title, business address, business telephone number and signature of the Open Records Officer on whose authority the denial is issued, the date of response, and an explanation of the procedure to appeal the denial of access under the Act.

The aforementioned regulations and policies and procedures of the agency are not intended to be comprehensive. In the event of any questions, additional information may be secured from the Authority by contacting the Right-to-Know Officer in any of the following manners: by mail Attention Craig Swinsburg, Right to Know Officer, Easton Suburban Water Authority, 3700 Hartley Avenue, Easton, PA 18043-3819; by Fax: 610-258-7780; by Email: \_\_\_\_\_; or in person to receptionist desk of Authority, 3700 Hartley Avenue, Palmer Township, Easton, Pennsylvania. Additional information can also be secured from the Office of Open Records. For additional information for the same see Office of Open Records, Commonwealth of Pennsylvania website.