



HAMPTON SHALER WATER AUTHORITY

PO BOX 66
3101 McCULLY RD
ALLISON PARK, PA 15101

412-486-4867
FAX 412-486-4345
www.hswa-pa.org

Hampton Shaler Water Authority Open Records Policy

REQUESTS

Public records will be available for inspection and copying at the Hampton Shaler Water Authority during the hours of 8:30 a.m. to 4:00 p.m., Monday through Friday, with the exception of holidays observed by the Authority.

All requests shall be in writing on a form provided by the Authority and shall include the date of request, the name and address of requester and a clear description of the record sought. The requester must also provide proof of Pennsylvania residency. Requests shall be directed to Samuel Scarfone, Executive Director, Hampton Shaler Water Authority, P.O. Box 66, 3101 McCully Road, Allison Park, PA 15101.

RESPONSE

The Authority will make a good faith effort to provide the requested public record as promptly as possible. Authority employees shall cooperate with those requesting to review and/or duplicate original Authority documents while taking reasonable measures to protect Authority documents from possible theft or modification.

The Authority manager shall review all written requests for access to public records. The Authority will take up to five business days from receipt of the written request for access to a public record, to make a good faith effort to determine if the record requested is a public record and to respond in writing to the requester.

If the request is denied by the Authority the requester has the right to file "exceptions" consistent with Pennsylvania Act 100 of 2002.

FEES

Paper copies of a record will be 15¢ per page per side. If mailing is requested postage will be charged. Fax copies will be available at 50¢ per page. The Authority will require prepayment of all fees in excess of \$20.00.