

## **RIGHT-TO-KNOW REQUEST**

The Pittsburgh Water and Sewer Authority (PWSA) will provide access to and duplication of existing PWSA records which are public records under the Pennsylvania Right-to-Know Law, as long as the disclosure of the records is not prohibited by any other law.

Please read our full Public Records Inspection and Duplication Policy (available at [www.pgh2o.com/right-to-know](http://www.pgh2o.com/right-to-know)) before submitting a right-to-know request.

Please note:

1. According to Section 702 of the Right-to-Know Law, public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in the Right-to-Know Law, the request must be in writing.
2. PWSA is not required to and will not compile lists, prepare summaries, or create documents that do not exist.
3. Paper copies are 25 cents per page per side. The certification of a record is \$1 per record. Specialized documents including, but not limited to blueprints, color copies, and non-standard sized documents will be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. We require prepayment if the total fees are estimated to exceed \$100.

If you have any questions regarding this matter, please contact our Open Records Officer at 412-255-2376 (Business Hours: Monday through Friday from 8:00 AM to 4:00 PM).

**Mail, e-mail, or drop off the completed form to:**

**Tracy Smith  
Open Records Officer  
Pittsburgh Water and Sewer Authority (PWSA)  
1200 Penn Avenue  
Pittsburgh, PA 15222**

**RightToKnow@pgh2o.com**

# RIGHT-TO-KNOW REQUEST FORM

Name: \_\_\_\_\_

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

City, State: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

I am submitting this request by:

Mail       E-mail       In Person

It is the intent of PWSA to comply in all respects with the Pennsylvania Right-to-Know Law. In order to process a request for inspection and/or duplication of a public record, PWSA requires sufficient and specific information to identify the record. PWSA may deny a request if there is inadequate information to identify the specific record requested. Please provide as much of the following requested information as possible.

Type of document requested (e.g. resolution, meeting minutes, etc.):

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Subject of document (e.g. dye testing regulations, permit for a specifically identified property, etc.): Provide as much specific detail as possible so that PWSA can identify the information.

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Approximate date or dates of documents (should be within a three to six-month time frame):

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Please state any other information which you believe would assist PWSA in identifying the requested public record:

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I would like to review this public record at PWSA's office:       YES       NO

I would like a copy of this public record:       YES       NO

Unless otherwise requested, PWSA will provide (1) a reference to the web site address when the requested record is available on a web site or, (2) if not available on the Internet, paper photocopies of public records. PWSA does not guarantee a requested record is available or can be made available in any other format.

Please provide a copy of the public record in the following format or media if possible:

\_\_\_\_\_

Please mail a copy of this public record to me at the following address:  YES  NO

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

City, State: \_\_\_\_\_

Zipcode: \_\_\_\_\_

I have read the full Public Records Inspection and Duplication Policy. I acknowledge that PWSA may impose fees pursuant to Section 1307 of the Right-to-Know Law to fulfill this request. I acknowledge that PWSA does not have to provide me with the copies (if any) I have requested until I pay the fees in full. If the fees required to fulfill the request are expected to exceed \$100.00, I acknowledge that PWSA may require that I prepay an estimate of the fees prior to granting my request for access in accordance with the Right-to-Know Law.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**To Be Completed by the Pittsburgh Water and Sewer Authority**

Date of Receipt: \_\_\_\_\_

Computation of Expiration of Five-Day Period to Respond: \_\_\_\_\_

A copy of this request shall, pursuant to Section 502 (b) (2) (iii) of the Right-to-Know Law, be maintained until the request has been fulfilled. If the request is denied, a copy shall be maintained for thirty (30) days or, if an appeal is filed, until a final determination is issued under Section 1101 (b) of the Right-to-Know Law or the appeal is denied.