

RESOLUTION

Washington County Conservation District

WHEREAS, the Pennsylvania Right to Know Act, 65 P.S. 66.1et seq., (the "Act") requires public access to certain enumerated governmental documents, and,

WHEREAS, the Act permits a governmental body to promulgate rules and regulations for providing public access to said documents.

NOW, THEREFORE, BE IT RESOLVED by the Washington County Conservation District Board of Directors as follows:


- 1) Request to review and inspect public documents subject to the Pennsylvania Right to Know Act shall be made in writing on a form available from the District Secretary and shall be addressed to the District Manager at Washington County Conservation District, 2800 North Main St. Suite 105, Washington, PA 15301. All requests must be signed by the individual making the request, and must include a mailing address and phone number for replies. A sample copy of this form is also attached to this Resolution as "Attachment"; however, the form may be changed from time to time without subsequent Resolution.
- 2) The District shall make reasonable efforts to make the requested documents available for inspection within five (5) working days of the request. If the District is unable to meet this time requirement, the District shall so notify the requesting individual, in writing or by phone, before the expiration of the five (5) working day period.
- 3) Nothing herein shall be construed to require the District to make copies of any records as long as the District provides access to said records in a manner consistent with the Act. Nevertheless, the District may elect to make and to provide copies of requested documents. Fees for this service are itemized in Paragraph 8.
- 4) For the convenience of the public, duplication equipment is available for use by the requester at a nominal charge based upon prevailing fees for comparable duplication services provided by local business entities. District duplication fees are itemized in Paragraph 8. The District does not own or operate duplication equipment that is capable of providing color copies or copies larger than 11 inches by 17 inches normal paper. District equipment can be used for duplication of requested documents under the following stipulations: the equipment can only be used by staff, the equipment is available, not under repair and is not being used by District staff for required duties.
- 5) A public record shall be provided to a requester in the medium requested if the public record exists in the medium; otherwise, it shall be provided in the medium in which it exists.

recordings, draft documents, internal correspondence, internal logs and tracking, identity of complainants, attorney work product, litigation documents, legal advice, attorney correspondence, settlement discussions, trade secret information, material that might impair a person's safety, and investigation files. The District will assume that the requester is not asking for these types of records unless specifically requested. In most cases, these restricted records will not be provided.

- 11) District records that may be deemed to be restricted are related to programs that have been delegated to the District through the State Conservation Commission by the Department of Environmental Protection or the Department of Agriculture. If the District has been instructed by the DEP or PDA to deny access to specific documents or records related to these delegated programs all appeals must be directed to the appropriate DEP or PDA office. The District will provide the proper contact persons in these agencies for appeal purposes. Authorization to release specific records related to delegated programs can only be granted by the appropriate DEP or PDA official.
- 12) Reviewing Records: The requester will need to schedule an appointment with the appropriate office. The Law only requires records to be made available to Pennsylvania residents. **Records may not be removed from the District office.** The District's regular business hours are from 8:00 a.m. through 4:30 p.m. Monday through Friday.
- 13) This policy shall be conspicuously posted in the Conservation District offices.

RESOLVED by the Conservation District Board of Directors, Washington County, Pennsylvania this 9th day of October, 2007


District Chairman


District Board member