

# ALLEGHENY COUNTY HOUSING AUTHORITY

## RIGHT TO KNOW LAW OPEN RECORDS POLICY

*Adopted March 19, 2009*

The purpose of this Policy is to ensure compliance with the Pennsylvania Right-To-Know Law, 65 P.S. §66.1 et seq., as amended by Act 3 of 2008, to provide access to all public records of the Allegheny County Housing authority except for those records enumerated as exceptions to the law.

**1. Open Records Officer.** The Allegheny County Housing Authority ("ACHA"), in compliance with the Pennsylvania Right to Know Law, hereby designates Frank Aggazio, ACHA's Executive Director, as the Open Records Officer. He may be reached at:

Allegheny County Housing Authority  
625 Stanwix Street, 12<sup>th</sup> Floor, Pittsburgh, PA, 15222  
Telephone: 412-402-2450  
FAX: 412-355-8954  
E-mail: [franka@achsng.com](mailto:franka@achsng.com)

**2. General.** All documents not deemed exempt or privileged shall be available for inspection and duplication at the ACHA's Central Office during normal business hours, Monday through Friday, 8:30 a.m. to 4:00 p.m., with the exception of holidays.

**3. Requests.** Requests shall be made in writing to the ACHA Open Records Officer on a form provided by the ACHA (see attached Open Records Request Form).

- A. Procedure to make a Right-to-Know Request from the ACHA. Requests must be made in writing on the designated form and submitted to the ACHA's Right-to-Know Officer, Frank Aggazio. Written requests will be accepted by regular mail, facsimile, e-mail or in person. If making a request in writing or in person, the request should be directed to the attention of Frank Aggazio, Allegheny County Housing Authority, 625 Stanwix Street, 12<sup>th</sup> Floor, Pittsburgh, PA, 15222. If by facsimile, the request can be faxed to (412) 355-8954. If by email, the request should be e-mailed to [franka@achsng.com](mailto:franka@achsng.com).
- B. Requestors must provide their name and address on the form. Requestors must indicate if they are requesting photocopies of records, whether such need to be certified or whether the request is to simply inspect the requested records.

**4. Responses.** The ACHA will respond to all Right-to-Know Law requests within five (5) days of the receipt of the request unless an extension of time is warranted pursuant to Section 902 of the Act. If an extension is necessary, the ACHA will provide written notice of the extension and the reason therefore within 5 days of receipt of the request. The notice will also provide a reasonable date on which a response is expected and any fees that may be owed when the records become available. If an extension beyond 30 days is needed for the ACHA to provide a response, the ACHA will ask the requestor for a written agreement to an extension beyond the additional 30 days.

- A. Requests that are Granted by the ACHA. Requests to inspect records will be fulfilled at the ACHA's main office located at 625 Stanwix Street, 12<sup>th</sup> Floor, Pittsburgh, PA, 15222. Requests for photocopies of records will be mailed by regular mail to the name and address of the person provided on the request form. If the requestor asks that the response be returned via facsimile, the ACHA will fax the response to the fax number provided on the request form.

- B. Requests that are Denied by the ACHA; Appeals. All denials of Right-To-Know requests can be appealed to the Commonwealth of Pennsylvania Office of Open Records, unless the request was for a record relating to or resulting in a criminal investigation.

**5. Appeals.** If a written request is denied or deemed denied, the requester may file an appeal in writing, utilizing the attached form, and mail it to the Pennsylvania Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA, 17120-0225.

A request denied on the grounds that the record relates to or resulted in a criminal investigation should be made on the above form and sent to the attention of Dawn Botsford, Allegheny County District Attorney's Office, 436 Grant Street, 303 Courthouse, Pittsburgh, PA 15219.

**All appeals must be filed within fifteen (15) business days of the mailing of the ACHA's response or within fifteen (15) business days of a deemed denial.**

**6. Fees.** All fees must be paid at or before the time copies of requested records are delivered. All fees must be paid by corporate check or money order, made payable to the "Allegheny County Housing Authority". Personal checks or cash will not be accepted.

<b>Record Type</b>	<b>Fee</b>
Certified copy	\$5.00 per record
Black & White Photocopy	.25¢/page
Specialized Documents (for example, but not limited to Blue prints, color copies, non-standard sized documents)	Actual Cost
Facsimile/Microfiche/Other Media	Actual Cost
Conversion to Paper:	If a record is only maintained electronically or in other non-paper media, duplication fees shall be 25. ¢ per page, unless the requester specifically requests for the record to be duplicated in the more expensive medium (see §1307(e).)
Postage	Actual Cost of Mailing





# pennsylvania

OFFICE OF OPEN RECORDS

Executive Director  
Office of Open Records  
Commonwealth Keystone Building  
400 North Street, Plaza Level  
Harrisburg, PA 17120-0225

**Re: Right to Know Law Appeal - Denial or Partial Denial by Agency**

Dear \_\_\_\_\_:

This is an appeal under the Pennsylvania Right to Know Law, 65 P.S. §67.101. I requested documents from [*insert name of Agency*]. The Agency denied or partially denied my request for information. I am appealing the denial of my request, under section 1101 of the Law and provide the following information in accordance with the Law:

Requester's name: \_\_\_\_\_

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

Date of Right to Know request: \_\_\_\_\_

Date of Response: \_\_\_\_\_

Telephone and fax number: \_\_\_\_\_

Concise statement of facts:

Name and address of Agency: \_\_\_\_\_

Name and title of the Agency official who denied the request for information:

\_\_\_\_\_

Description of the records requested: \_\_\_\_\_

\_\_\_\_\_

List any grounds upon which the requester asserts that the record is a public record:

\_\_\_\_\_

Address any grounds relied upon by the Agency for denial of the request:

\_\_\_\_\_

Respectfully Submitted,

\_\_\_\_\_ (must be signed)