

Delaware County Commerce Center
Delaware County Redevelopment Authority
Delaware County Industrial Development Authority
Delaware County Industrial Development Corporation
Delaware County Chester Waterfront Industrial Development Authority

Right-to-Know Law Policy

I. Authorities

All above named Authorities have adopted this policy pursuant to Section 504(a) of the Right-to-Know Law, 65 P.S. §§ 67.101-67.3104 (“RTKL”). The Authorities have made this policy available to the public at its administrative office and on its website along with an Authorities RTK Request Form.

II. Definitions

All of the definitions set forth in the RTKL are incorporated into this policy by reference. *See* 65 P.S. § 67.102.

AORO. The Authorities Open Records Officer designated by the Authorities pursuant to Section IV of this policy.

Business day. The regular business hours of the Authorities are Monday through Friday from 8:30 am to 4:30 pm. Business days exclude Saturday and Sunday and a weekday on which the Authorities are closed for business.

III. Authorities Website

The Authorities maintain a public website at www.delcopa.org. The following information is posted on the Authorities website: contact information; a form which may be used to file a RTKL request; and a copy of this policy. *See* 65 P.S. § 67.504(b).

IV. Submitting a RTKL Request to the Authorities

- A. *Open Records Officer.* The Authorities have designated an AORO. The contact information for the AORO is:

Laura Goodrich Cairns, AORO

By Mail: 100 W. 6th Street; Suite 100
Media, PA 19063

Phone: 610.566.2225

Fax: 610.566.7337

Email: info@delcopa.org

- B. *Request.*

Requests must be submitted in writing and must be addressed to the AORO. If a requester chooses not to submit the request in writing, the request will be considered an informal request, not subject to the RTKL. This means that the requester cannot pursue the relief and remedies provided for in the RTKL. To allow the Authorities to locate requested records and determine whether those records are public, requests for records should be specific and concise and clearly identify, as precisely as possible, the records sought. See 65 P.S. § 67.703. Requesters should clearly indicate the preferred method of access – paper copies, electronic copies or by inspection. A requester should retain a copy of the request, as a copy of the request is necessary should a requester appeal the Authorities response.

- C. *Receipt of the request.*

For the purpose of calculating the response deadline, the Authorities are deemed to have received the request on the business day that the AORO receives the request. See 65 P.S. § 67.901. Any request that is received by the Authorities after the close of regular business hours shall be deemed to be received on the next business day. If the request is received by an Authorities employee other than the AORO, the request will be forwarded to AORO as soon as practical.

D. Verbal requests.

The Authorities will respond to verbal requests for records at its discretion. Requesters submitting verbal requests for records should be aware that they may not pursue the remedies available to a requester under the RTKL.

E. Anonymous requests.

The Authorities will not respond to anonymous requests for records.

F. Response period generally.

The Authorities have 5 business days to respond to a request for records under the RTKL. If the Authorities do not respond, the request is considered “deemed denied,” and a requester’s appeal rights commence.

G. Fees.

The Authorities charge fees consistent with the RTKL Fee Structure, available at <http://www.openrecords.pa.gov/RTKL/FeeStructure.cfm>. The Authorities may, at its discretion, choose to waive some or all of the fees owed on a case-by-case basis. The Authorities will waive fees of less than \$5.00.

V. RTKL Appeals

A. Generally.

To challenge the denial, partial denial, or deemed denial of a request for the Authorities records, an appeal may be filed using the OOR appeal form, available at <http://www.openrecords.pa.gov/Appeals/AppealForm.cfm>, or by contacting:

Executive Director
Office of Open Records
Commonwealth of Pennsylvania
333 Market St., 16th Floor
Harrisburg, PA 17101-2234
openrecords@pa.gov

VI. Record Retention

Notwithstanding any other existing record retention policy, once a RTKL request is received, the Authorities shall maintain, preserve, retain, protect, and not destroy any and all records, both electronic and hard copy, that are potentially responsive to the request until such time as the request is fulfilled and all associated appeals are resolved.

VII. Additional Information about the RTKL

Additional information about the RTKL, the request process, and the appeal process is available on the OOR website at

<https://www.openrecords.pa.gov>

