

CamTran

Right to Know Policy

The Pennsylvania Right to Know Law (RTKL) provides citizens of the Commonwealth the right to request, inspect and obtain copies of public records. Below is information for citizens to request copies of records maintained by the Cambria County Transit Authority pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. § 66.1 et seq., and Commonwealth of Pennsylvania, and Governor's Office Management Directive 205.36, which is incorporated by reference.

1. Requests for Documents

All requests under the *Right to Know Law* should be addressed to the Authority's Open Records Officer as indicated below, and delivered to:

Anne M. Covalt
Open Records Officer
Cambria County Transit Authority
726 Central Avenue
Johnstown, PA 15902
Fax: 814-536-5951

Requests must be made by request form and received during normal business hours from 8:30 a.m. – 4:30 p.m. on any business day. In no event shall a request be considered officially submitted until received by the Open Records Officer.

2. Form of RTKL Request (See attached form.)

All RTKL requests must be submitted in writing and must:

- ❖ State the name of the requester
- ❖ Set forth the address to which CamTran should address its response
- ❖ Identify or describe the records sought with sufficient specificity to enable the agency to ascertain which records are being requested

3. Fees and Charges

The following fees shall be applicable to all RTKL requests:

Photocopies from paper documents:

1 single-sided copy or one side of a double-sided copy 8.5" x 11" page:	\$0.10
11+ photocopies	\$0.15
Certified Record Surcharge	\$5.00 per record



Redaction (photocopied redacted page)	\$0.15
PC Diskettes	\$1.00 per diskette
Facsimile/Microfilm/Microfiches/Other	Actual Cost
Postage	Actual Cost

Prepayment:

CamTran may require prepayment if the anticipated cost to fulfill the request exceeds \$100. Unless prepayment is made by certified check or money order, access will be denied until the check clears. The request for prepayment will specify a reasonable period of time in which the check must be received. If CamTran does not receive the check within the specified time, it may deny the RTKL request on that basis.

*The check or money order shall be made payable to **Cambria County Transit Authority**.*

CamTran requires full payment of all fees prior to releasing any documents.

4. Guidelines

The following are not permitted and will not be honored

- ❖ oral requests
- ❖ email requests
- ❖ anonymous requests

CamTran does not retain, or is unable to provide copies of, certain records, including the following:

- ❖ records that do not meet the general definition of a "public record," i.e., none of the records is "an account, voucher, or contract dealing with the receipt or disbursement of funds by the agency or its acquisition, use or disposal of services or of supplies, materials, equipment or other property," nor is it "a minute, order, or other decision by the agency fixing the personal or property rights, privileges, immunities,



duties or obligations of any person or group of persons." 65 P. S. § 66.1.

- ❖ records subject to an exception to the general definition of "public record," namely the investigative exception set forth at 65 P. S. § 66.1.
- ❖ records subject to an exception to the general definition of "public record," namely the exception pertaining to restrictions imposed by law, including statute law, order or decree of court. 65 P. S. § 66.1.
- ❖ records subject to an exception to the general definition of "public record," namely the exception pertaining to the prejudice or impairment of a person's reputation. 65 P. S. § 66.1.
- ❖ the identified records are subject to an exception to the general definition of "public record," namely the exception pertaining to personal security. 65 P. S. § 66.1.
- ❖ records subject to an exception to the general definition of "public record," namely the exception pertaining to the possible loss of federal funds. 65 P. S. § 66.1.
- ❖ records subject to a constitutionally protected right of privacy as found in the *Pennsylvania Constitution at Article I, Sections 1, 2, 3, 4, 7, 8, 9, 11, 20, 23, 25, and 26*, and the Authority has determined that the protected privacy interest outweighs your interest in obtaining access to the documents.

5. Contact Information for Appeals

If a written request is denied or deemed denied, the requested may file an appeal in writing to the Office of Open Records, Commonwealth Keystone Building 400 North Street, Plaza Level Harrisburg, PA 17120-0225



Cambria County Transit Authority
726 Central Avenue, Johnstown, PA 15902
STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____
REQUEST SUBMITTED BY: U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information.*

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

OPEN RECORDS OFFICER:

DATE RECEIVED BY THE AGENCY:

DATE RECEIVED BY OPEN RECORDS OFFICER:

AGENCY FIVE (5)-DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

Phone: 814-535-5526 Fax: 814-536-5951

www.camtranbus.com