PARADISE TOWNSHIP SEWER AUTHORITY

LANCASTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 2026- 08

ADOPTING AN OPEN RECORDS POLICY

WHEREAS, Paradise Township Sewer Authority desires to adopt an Open Records Policy for the purpose of receiving and replying to Right-to-Know Law requests;

NOW THEREFORE, BE IT RESOVLED, by the Board of Paradise Township Sewer Authority as follows:

1. The Paradise Township Sewer Authority, Lancaster County, Pennsylvania, Right-to-Know Law Policy attached to this Resolution is hereby adopted;

2. Any resolution or policy, or part of any resolution or policy, inconsistent herewith and any amendments thereof are hereby expressly repealed; and

3. This Resolution shall become effective immediately upon adoption.

DULY ADOPTED this 2nd day of November, 2026, by the Board of Paradise Township Sewer Authority, Lancaster County, Pennsylvania, in lawful session duly assembled.

ATTEST:

By: Kaitlyn Jones
Secretary

PARADISE TOWNSHIP SEWER AUTHORITY

By: _____
~~(Vice)~~ Chairman

[Authority Seal]

PARADISE TOWNSHIP SEWER AUTHORITY
RIGHT-TO-KNOW LAW POLICY

(Adopted November 2, 2026 pursuant to 65 P.S. § 67.504(a))
Effective Date: November 2, 2026

I. Authority

The Paradise Township Sewer Authority (the "Authority") adopts this policy pursuant to Section 504(a) of the Right-to-Know Law, 65 P.S. §§ 67.101-67.3104 (the "RTKL"). The Authority will make this policy available on its public website along with the Standard Right-to-Know Law Request Form. *See* 65 P.S. § 67.504(b) (relating to agency posting requirements under the RTKL).

II. Definitions

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

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

Business day. The regular business hours of the Authority are Monday through Thursday from 7:30 am to 4:00 pm. Business days exclude Friday, Saturday and Sunday and a weekday on which the Authority is closed for business.

III. Authority Website

The Authority maintains a public website https://paradisetownship.org/. Some of the records commonly requested of the Authority are available on the website. The following information is also posted on the Authority's website: Open Records Officer contact information; a copy of this policy; and a Standard Right-to-Know Law Request Form. *See* 65 P.S. § 67.504(b) (relating to agency posting requirements under the RTKL).

IV. Submitting a RTKL Request to the Authority

A. *Open Records Officer*. The Authority has designated an Open Records Officer.

The contact information for the Open Records Officer is:

Kaitlyn Jones, Open Records Officer

By Mail: Paradise Township Sewer Authority
2 Township Drive
Paradise, PA 17562

By Phone: (717) 768-8222

By Email: paradisesewer@comcast.net

The contact information for the Open Records Officer is posted on the Authority website.

B. *Requests*. Requests should be submitted in writing using the Standard Right-to-Know Law Request Form and must be addressed to the Open Records Officer. If a requester chooses not to use the Standard Right-to-Know Law Request Form, 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 Authority 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. Requesters should retain a copy of the request for their file, as a copy of the request is necessary should a requester appeal the Authority response.

C. *Receipt of the request*. For the purpose of calculating the response deadline, the Authority is deemed to have received the request on the business day that the Open Records Officer receives the request. *See* 65 P.S. § 67.901. Any request that is received by the Authority 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 Authority employee other than the Open Records Officer, the request will be forwarded to the Open Records Officer as soon as practical.

D. *Verbal and anonymous requests*. The Authority will not respond to or consider verbal or anonymous requests for records. *See* 65 P.S. § 67.702. Under RTKL, only legal residents of the United States may submit requests. Further, all requests must include the name and address to which the agency should address its response. The Authority therefore reserves the right to require acceptable proof that the requester is a person and a legal resident of the United States. Absent such proof, the Authority will treat the request as anonymous, which will not be fulfilled.

E. *Response period generally.* The Authority has 5 business days to respond to a request for records under the RTKL. If an Authority does not respond, the request is considered "deemed denied," and a requester's appeal rights commence.

V. Authority Response

A. *Extension of time for response.* The Authority is permitted to take an additional 30 calendar days to respond to any request for the reasons set forth in Section 902 of the RTKL. *See* 65 P.S. § 67.902. If the Authority invokes an extension, the Authority will inform the requester in writing, in accordance with the requirements set forth in Section 902(b)(2) of the RTKL.

B. *Requester's agreement to extend the response period.* The requester may agree, in writing, to extend the Authority response period beyond the five-business day and subsequent 30 calendar day extension, if the 30-day extension is first invoked. *See* 65 P.S. § 67.902(b)(2). The requester must agree to the extension during the initial 5 business-day response period or the extended 30 calendar day response period, if the Authority has invoked one.

C. *Trade secrets.* If a request involves records provided to the Agency by a third party and the third party previously provided the Agency with a written statement that the record contains a trade secret or confidential proprietary information, the Agency shall provide notice to the third party. See 65 P.S. § 67.707(b).

D. *Final response.* The Authority may grant a request, partially grant and partially deny a request, or deny a request in its entirety. The final response of the Authority will be in writing. Should the Authority fail to issue a response within the applicable response period, the request is deemed denied. *See* 65 P.S. § 67.901.

1. *Granting access to records.* The Authority may grant a request for records by issuing a response: (1) granting access to inspect Authority records during the Authority's regular business hours; (2) sending copies of the records to the requester; or (3) by notifying the requester that the records are available on the Authority website or other publicly accessible electronic means. *See* 65 P.S. §§ 67.701(a), 704.

2. *Denying or partially denying access to records.* Should the Authority deny or partially deny a request for records through redaction or otherwise, the Authority will inform the requester of the denial or partial denial in writing. The response will describe the requested records, inform the requester that the Authority does not possess the responsive records or, if the records are exempt from public access, provide a citation to the relevant legal basis for withholding the requested records. *See* 65 P.S. § 67.903. Additionally, the response will provide the name, signature, title, business address and telephone number of the Open Records Officer who denied the request, as well as the date of the response and the procedure to appeal the denial. *See* 65 P.S. § 67.903.

E. *Fees*. The Authority will charge fees consistent with the RTKL Fee Structure, available at http://www.openrecords.pa.gov/RTKL/FeeStructure.cfm.

VI. RTKL Appeals

A. *Generally*. To challenge the denial, partial denial, or deemed denial of a request for Authority records, an appeal may be filed using the Office of Open Records ("OOR") appeal form, available at http://www.openrecords.pa.gov/Appeals/AppealForm.cfm, or by contacting the OOR at the following address:

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

B. *Requirements of an appeal*. All appeals must be filed within 15 business days of the mailing date of the Authority's denial, partial denial, or deemed denial of the request. All appeals must be in writing; must state the grounds upon which the requester asserts that the requested records are public records; must address any grounds stated by the Authority for denying the request; and must include a copy of the request and the Authority's response, if any. *See* 65 P.S. § 67.1101(a)(1).

VII. Authority Notification of Third Parties on Appeal

Authority must notify third parties. If records affect a legal or security interest of an employee of the Authority; contain confidential, proprietary or trademarked records of a person or business entity; or are held by a contractor or vendor, the Authority must notify such parties of the appeal immediately and provide proof of that notice to the OOR within 7 business days from the date of the OOR's Official Notice of Appeal. Such notice must be made by (1) providing a copy of all documents included with the appeal to the OOR; and (2) advising that interested persons may request to participate in the appeal. *See* 65 P.S. § 67.1101(c).

VIII. Mediation

The RTKL requires the OOR to establish an informal mediation process to resolve disputes under the RTKL. 65 P.S. § 67.1310(a)(6). This is a voluntary process to help parties reach a mutually agreeable settlement on records disputes before the OOR. Mediation, a facilitated conversation between the parties that can serve as a fair and efficient tool to resolve conflict, can save time and expense. When appropriate, the Agency is open to resolving RTKL disputes through the OOR's mediation process.

IX. Record Retention

The Authority retains records consistent with the Municipal Records Act, 53 Pa.C.S.A. § 1381 et seq., and the Pennsylvania Historical and Museum Commission Bureau of Archives and History Municipal Records Manual.

Notwithstanding any other existing record retention policy, once a RTKL request is received, the Authority 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.

X. 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.