

**Right-to-Know Law Policies for the
Joint Legislative Air and Water Pollution Control and Conservation Committee (“JCC”)
Effective January 1, 2009**

Section 1. Definitions.

1. JCC– Joint Legislative Air and Water Pollution Control and Conservation Committee.
2. RTK Law – Pennsylvania Right-to-Know Law, Act of Feb. 14, 2008, No.3.
3. Legislative Record – as defined in Section 102 of the RTK Law.
4. Office of Open Records – As established in Section 1310 of the RTK Law.

Section 2. Hours of Access.

The JCC will be open for Right-to-Know Law access purposes from 8:30 a.m. to 4:30 p.m. Monday through Friday except for official State and Federal holidays and other days the JCC is closed by direction of the JCC Executive Director.

Section 3. Contact Information.

Right-to-Know requests must be addressed to:
Open-Records Officer
Joint Legislative Air and Water Pollution Control and Conservation Committee
Room 408 Finance Building, House Box 202254
Harrisburg, PA 17120-2254
Email: dplummer@jcc.legis.state.pa.us

Section 4. Request Format.

Requests must be made in writing, must be clearly marked as a right-to-know request and must be submitted in person, by mail, or email in one of the following manners:

1. On a form prescribed by the JCC;
2. In a manner so that material requested describes records requested with sufficient specificity.

The JCC Right-to-Know Law Request Form shall be made available on the JCC website.

In accordance with Section 702 of the RTK Law, the JCC may fulfill verbal, written or anonymous verbal or written requests for access under the law.

Section 5. Processing.

The JCC will process a request for any of the following legislative records in the possession, custody or control of the JCC:

1. A financial record (as defined in Section 102 of the RTK law);
2. Minutes of and records of attendance of members of the JCC at public hearing or meeting of the JCC and all recorded votes taken in a public JCC meeting;

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3. Transcript of a public hearing when available;
4. An audit report under Act 1970-151;
5. Final or annual reports required by law to be submitted to the General Assembly;
6. An administrative staff manual or written policies of the JCC;
7. JCC reports;
8. Communication of an official appointment of an appointee of the JCC;
9. Communication of an official resignation of an appointee of the JCC;
10. Results of public opinion surveys, polls, focus groups, marketing research or similar efforts designed to measure public opinion funded by the JCC, except to the extent such record is a work paper underlying an JCC audit.

Section 6. Fee Schedule.

Except as otherwise provided herein, the following fees apply to requests for records responded to by the JCC under the RTK Law:

1. The fee for providing a document is \$.25 per page.
2. The fee for postage will not exceed actual mailing costs.
3. The fee for certifying a document is \$5.00 per document, regardless of the number of pages. Each document to be certified requires separate certification and fee.
4. The fee for redaction of a document is \$1.00 per page.
5. The fees for (1) converting to paper a record only maintained in nonpaper media, and (2) offering enhanced electronic access to a record in addition to making the record accessible for inspection and duplication by a requester shall be established, as needed, in accordance with the RTK Law Section 1307(d) and (e), respectively.

If Pennsylvania’s Office of Open Records charges a fee for providing a document of less than the amount(s) set forth above, the JCC will charge the fee charged by the Office of Open Records.

Payment arrangements will be made between the requester and the Joint Legislative Air and Water Pollution Control and Conservation Committee. Under Section 1307(h) of the RTK Law, if the total fee exceeds \$100, payment must be made prior to the initiation of the providing of access to the document. If prepayment is required, a check, certified check or money order shall be made payable to “Joint Legislative Air and Water Pollution Control and Conservation Committee” in the total amount of the fee.