



ERIE REGIONAL AIRPORT AUTHORITY

RIGHT – TO – KNOW POLICY

PURPOSE AND OVERVIEW

You have the right to request access to the Erie Regional Airport Authority's public records. The ERRA policy is designed to do the following

- ensure and facilitate the public's right of access to information about the conduct and activities of the agency
- make public records accessible, unless a sensitive-information determined or specific federal or state law exempts the record (s) from public access
- place on ERRA the burden for establishing that requested records are not public or are otherwise exempt from access
- provide guidelines to assist the ERRA employees in responding to requests for access to public records.

RIGHT TO KNOW OFFICER

The Erie Regional Airport Authority's, Human Resources Manager is designated the Authority's Right-To- Know officer. Request for public records are to be made to the Open Records Officer or the Acting Open Records Officer, business hours 8:00am to 5:00pm Monday through Friday. Requests may be submitted in person, by mail, by email or by facsimile. *The ERRA will not accept anonymous or verbal request for information.* Written request should be made by completing the Erie Regional Airport Authority's Public Records Request Form. The form is available from the Open – Records Officer, in the **Administration office, second floor, located at the Erie International Airport, Tom Ridge Field, Second floor, 4411 West 12th Street Erie, PA or on this website www.erieairport.org Phone: 814-833-4258 Fax: 814-833-0393.** Request received at the end of a business day will be considered received the following day.

Additionally, requests may be made using the Pennsylvania Office of Open Records Uniform Request Form, available on site at openrecords@state.pa.us or by contacting the following:

PENNSYLVANIA OFFICE OF OPEN RECORDS

Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, PA 17120-0225
Phone: (717) 346-9903 Fax: (717)-425-5343

The ERRA will respond to all Right-To-Know requests within five (5) business days. The response will transmit the requested records, or provide a written statement indicating why the request cannot be fulfilled within the stated time limit. If additional time is required to search or retrieve records, the response will provide an estimated completion date.

If the requested records will not be provided because they are classified as meeting the Commonwealth statutory exemptions to the Right-To-Know Law, the response will state the reason for the exemption. The requester will have fifteen (15) business days of the mailing date of the Authority's notice of denial to file an appeal. While no fee is charged for accessing or examining records, ERRA has enacted a fee schedule to cover expenses for postage, photocopying or certifying copies of public records. This fee schedule is posted on the website.