

ERIE COUNTY TECHNICAL SCHOOL

RESOLUTION

WHEREAS, on February 14, 2008 the Governor signed Act 3 of 2007, entitled the Right-to-Know Law (hereinafter "Act 3"), into law; and

WHEREAS, section 502 of Act 3 requires that agencies designate an official or employee to act as the open-records officer; and

WHEREAS, Act 3 provides that the open-records officer shall receive the requests submitted under Act 3 on behalf of the agency, direct requests to other appropriate persons within the agency or to appropriate persons in another agency, track the agency's progress in responding to requests, and issue interim and final responses under Act 3; and

WHEREAS, the Board of Directors (hereinafter the "Board") of the Erie County Technical School has determined that it is in the best interest of the Erie County Technical School to promptly designate an official or employee as the open-records officer so that this individual can pursue the necessary training and can work in conjunction with the Solicitor to prepare the necessary documentation and policies.

AND NOW, THEREFORE on this _____ day of _____, 2008, it is hereby **RESOLVED** by the Board of Directors (hereinafter the "Board") of the Erie County Technical School the following:

1. That _____ (hereinafter "_____") has been designated as the Erie County Technical School's Open-Record's Officer.

2. That _____ is authorized to take any and all necessary or appropriate actions to comply with the requirements of Act 3, including, but not limited to, preparing the necessary documentation and policies to implement Act 3.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution duly adopted by the affirmative vote of a majority of the members of the Board of Directors of the Erie County Technical School, of Erie County, Pennsylvania, at a meeting held on _____, 2008; that proper notice of such meeting was duly given as required by law; and that said Resolution has been duly recorded upon the Minutes of said Erie County Technical School, showing how each member voted thereon.

Secretary

KNOX
McLAUGHLIN
GORNALL
& SENNETT

A Professional Corporation

120 West Tenth Street
Erie, Pennsylvania 16501-1461
814-459-2800
Fax 814-453-4530

509 North Main Street
Jamestown, New York 14701-5027
716-338-0413
Fax 716-484-7023

www.kmgslaw.com

RICHARD H. ZAMBOLDI
JACK M. GORNALL
HARRY K. THOMAS
MICHAEL A. PETZNER*
MICHAEL J. VISNOSKY
DONALD E. WRIGHT, JR.
RICHARD W. PERHACS
ROBERT G. DWYER
CHRISTINE HALL McCLURE
R. PERRIN BAKER
CARL N. MOORE
DAVID M. MOSIER
THOMAS A. TUPITZA
GUY C. FUSTINE
BRIAN GLOWACKI*
FRANCIS J. KLEMENSIC
TIMOTHY M. SENNETT
JEFFREY D. SCIBETTA
PATRICIA K. SMITH
MARK T. WASSELL†
RICHARD A. LANZILLO
JOANNA K. BUDDE
PETER A. PENTZ
MARK G. CLAYPOOL
THOMAS C. HOFFMAN II
MARK J. KUJAR
TIMOTHY M. ZIEZIULA
JENNIFER E. GORNALL
MARK A. DENLINGER
JEROME C. WEGLEY
PETER W. YOARS, JR.*
TRACEY D. BOWES
BRYAN G. BAUMANN
NEAL R. DEVLIN
JOSEPH F. GULA, III
NADIA A. HAVARD*
ELLIOTT J. EHRENREICH
TIMOTHY S. WACHTER
TIMOTHY D. IANNINI
JEREMY T. TOMAN

OF COUNSEL:

WILLIAM C. SENNETT
HARVEY D. McCLURE

Timothy S. Wachter, Esq.
twachter@kmgslaw.com

May 9, 2008

Dr. Aldo R. Jackson, Director
Erie County Technical School
8500 Oliver Road
Erie, PA 16509-4699

RE: Act 3 of 2007
Appointment of Open-Records Officer

Dear Dr. Jackson:

As you may recall, our office recently provided you with correspondence relating to the new Right-to-Know law, known as Act 3 of 2007. The new law, which becomes effective on January 1, 2009, requires that each agency appoint an open-records officer. The person that you appoint to this position must be an employee, or an official, of your organization. §502(a)(1). As part of our continual effort to prepare your organization for the impact of Act 3, we have prepared a resolution appointing an open-records officer for the Erie County Technical School. Accordingly, please find enclosed the proposed appointing resolution.

The open-records officer will have a myriad of duties relating to the receipt and handling of right-to-know requests. Generally, these duties include receiving requests submitted to the agency, directing the requests to other appropriate persons in the agency or to appropriate persons in another agency, to track the agency's progress in responding to the requests, and to issue interim and final responses. §502(b)(1). Also, the open-records officer must have a working knowledge of the exceptions contained within Act 3, as well as the strict timelines set forth in the law. In order to effectively fulfill these duties, the open-records officer should be trained in the particularities of the new law.

We are preparing further documentation and training materials to help prepare your agency for the implementation of this demanding law. Please provide us with the name and contact information of your appointed open-records officer as soon as possible so that we can begin planning training sessions.

* Also licensed to practice in New York

† Also licensed to practice in Ohio

Erie County Technical School
Open-Records Officer
5/9/2008
Page 2 of 2

If you have any questions, or would like to discuss this matter further, please do not hesitate to contact me or any member of our firm. I remain,

Very truly yours,

KNOX McLAUGHLIN GORNALL &
SENNETT, P.C.

By: Timothy S. Wachter
Timothy S. Wachter

781222

Enclosure (1)