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**To:** Bylaws/Policy Committee

**From:** Joseph E. Wasiak Jr., Deputy Executive Director of Administration

**RE:** Changes to the Public Information Policy

**Date:** February 21, 2019

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A recent review by the Office of Chief Counsel of the PSERS Board's Public Information Policy identified several areas which needed updating or correction. Attached to this memorandum is a copy of that policy with all the updates and changes highlighted in red. As you can see, the majority of changes were minor and consisted of formatting, grammatical, and address changes, or updates to document names. There are, however, a few changes which we felt should be highlight to the Board and would require their approval. These are:

**Page 2, Paragraph 1. General Policy.**

-2nd Sentence: Delete: "This extensive revision of this Policy is occasioned by the enactment of the new Right-to-Know Law ("RTKL"), 65 P.S. §§67.101 - 67.3104 on February 14, 2008, to become effective on January 1, 2009.

**Page 5, Paragraph 3.d. Form and Content Request.**~~This extensive revision of this Policy is occasioned by the enactment of the new Right-to-Know Law ("RTKL"), 65 P.S. §§67.101 - 67.3104 on February 14, 2008, to become effective on January 1, 2009. This extensive revision of this Policy is occasioned by the enactment of the new Right-to-Know Law ("RTKL"), 65 P.S. §§67.101 - 67.3104 on February 14, 2008, to become effective on January 1, 2009.~~

-Last Sentence: Replace the following "E-mail requests must be addressed to: [ra-PSERSRTKL@pa.gov](mailto:ra-PSERSRTKL@pa.gov)" with "in accordance with section B herein."

**Page 12, Section titled "Agency Administration".**

-2<sup>nd</sup> Sentence: Delete the words: "has changed the law, and now". ~~This extensive revision of this Policy is occasioned by the enactment of the new Right-to-Know Law ("RTKL"), 65 P.S. §§67.101 - 67.3104 on February 14, 2008, to~~

~~become effective on January 1, 2009. This extensive revision of this Policy is occasioned by the enactment of the new Right to Know Law ("RTKL"), 65 P.S. §§67.101–67.3104 on February 14, 2008, to become effective on January 1, 2009.~~

**Page 14, List showing examples of Public and Non-Public Information.**

-Section titled "Non-Public Information – Active Member": add "PSERS ID".

- Section titled "Non-Public Information – Other Than Active Member": add "PSERS ID".

At the March Bylaws/Policy Committee meeting the Committee will be asked to approve these changes. Please review the attached policy and the highlighted areas. Any questions should be directed to me.