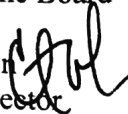


# THE PHILADELPHIA PARKING AUTHORITY

## MEMORANDUM

To: Joseph T. Ashdale  
Chairman of the Board

From: Clarena Tolson   
Executive Director

Re: Right to Know Law Policy  
Appointment of Open Record Officer

Date: December 7, 2016

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Pursuant to the requirements of the Act of February, 14, 2008, P.L. 6, No. 3., (“Act 3”) and Section 4. a) of the Philadelphia Parking Authority’s Right to Know Policy approved by the Authority’s Board of December 15, 2008 (the “Policy”), I hereby appoint James R. Ney as the Authority’s Open Records Officer. Mr. Ney is charged with making certain that the terms of the Policy are duly implemented.

Pursuant to Section 504 of Act 3 I note the following:

1. The Authority’s Open Records Officer, James R. Ney, may be contacted for purposes of Act 3 as follows:
  - a) 701 Market Street, Suite 5400, Philadelphia, PA 19106;
  - b) 215-683-9531 by facsimile; and
  - c) OpenRecordsOfficer@Philapark.org; by email.
2. Pennsylvania’s Office of Open Records may be contacted as follows:

Erik Arneson,  
Executive Director,  
Office of Open Records,  
Commonwealth Keystone Building,  
400 North Street, 4<sup>th</sup> Floor,  
Harrisburg, PA 17120.
3. The Authority’s Right to Know Law Policy and a Request Form which complies with the requirements of the Office of Open Records are posted on the Authority’s website at [www.philapark.org](http://www.philapark.org).

cc: Dennis G. Weldon, Jr.  
General Counsel