

MCTA's Right to Know Program Outline:

January 1, 2009

1. The Open Records Officer for MCTA is Chuck Margretta, the HR/Training Manager. Appointed by the MCTA Board of Directors December 16, 2008, effective January 1, 2009. The Assistant Open Records Officer for MCTA will be Rich Schlameuss, the Assistant Executive Director [to be appointed by the Board of Directors at the January 29, 2009].
2. The Open Records Officer will:
 - a. Coordinate and administer staff training.
 - i. The procedure of receiving written requests
 - ii. The procedure for electronic mail retention and destruction
 - iii. Ensuring electronic mail disclaimers are on all outgoing emails.
 - iv. The procedure for use of the Deliberation Stamp
 - b. Receive all written requests submitted to MCTA. No verbal requests will be recognized. Employees are responsible to advise any requestor to submit their request in writing. Request forms may be obtained by contacting an Open Records Officer, or, the MCTA website under the Right to Know page: www.gomcta.com (See Right to Know Request Form).
 - c. Route each request to the appropriate internal or external party for follow-up regarding MCTA's response.
 - d. Respond to the requestor within five (5) business days from his receipt of written request.
 - e. Issue MCTA's official interim and/or final response under this act.
3. Internal RTKO Procedures:
 - a. Written Request Forms may be presented to any member of the MCTA Administrative Staff. Due to the 'time sensitive nature' of this request, the receiver should stamp the official MCTA Right to Know Request Form with the date received and immediately deliver the document to an Open Records Officer.
 - b. The Open Records Officer, upon receiving the request, shall: stamp the document with the RTKO Stamp. Compute the day on which the five business day period under section 901 will expire and make a notation of that date(beginning with first business date after the Open Records Officer received the request).
 - c. The Open Records Officer will maintain a paper file in a designated HR Filing cabinet which will include the original written request form and all documents collected that are associated with the request. Files will be kept in date order with the first three letters of the last name of the requestor and 1st initial of the first name of the requestor along with month, date and year (ie: MIT, D 01/15/2009)
 - d. MCTA will retain all requests (including denials).
 - e. Files will be kept individually by month, date and alphabetical order.
 - f. Prior year requests that have been closed will be stored with other HR historical files and labeled as such (RTK HR/2009)
 - g. Prior year requests that are still active will be kept in the front of current year RTK files.