



## **LEHIGH COUNTY AUTHORITY**

### **PUBLIC RECORD REVIEW POLICY**

1. Any legal resident of the United States may request the right to review and inspect specific public records, pursuant to the Pennsylvania Right-to-Know Act, on a form available at or from the Lehigh County Authority Operations Center, 1053 Spruce Street, Wescosville, Pennsylvania or on the website for the Pennsylvania Office of Open Records. The form shall be returned to the Open-Records Officer at the Authority Operations Center.
2. The Authority General Manager shall appoint the Authority's Open Records Officer and his or her contact information shall be available as required by the Right-To-Know Law.
3. The Authority will respond to a request as required in the current Pennsylvania Right-To-Know Law. It is the intent of the Authority that any information determined to be "confidential security information" or similar designation to protect information that might impinge the security of Authority facilities shall be redacted from public records.
4. Applicable fees for any request shall be as established by the Pennsylvania Office of Open Records and set forth on the Office of Open Records website. Where the Right-To-Know Law gives the Authority discretion in establishing a rate, the General Manager shall establish such rates, which information shall be provided to the public in the same manner as the appointment of the Open-Records Officer.

If it appears that fees may exceed One Hundred (\$100.00) Dollars, the Authority reserves the right to require a deposit towards these costs before requester's research is started. Once a request is fulfilled and prepared for release, in accordance with the Office of Open Records recommendations, the Authority may require payment for the costs of the requested records before release.

5. In accordance with the Pennsylvania Right-to-Know Act, the Authority deems it in the public interest to minimize employee time on production of paperwork resulting in increased costs to its customers by allowing Authority employees to take verbal requests for information that may be considered a public record without going through the Right-to-Know process, provide such without completion of a form and waive any of the fees established herein, if the employee determines such transaction is part of the ordinary course of business of the Authority.
6. If a person requesting Authority records does not agree with an Authority decision, he or she has a right to appeal such decision. The appellate process shall be in accordance with the Right-To-Know Law and through the Pennsylvania Office of Open Records, which process is set forth on the latter's website at <http://openrecords.state.pa.us>.

Effective Date: 1 January 2009

**LEHIGH COUNTY AUTHORITY  
PUBLIC RECORDS FEE SCHEDULE**

<b>RECORD TYPE</b>	<b>FEE</b>
Standard paper copies	\$0.25 per page <sup>1</sup>
Copy certifications <sup>2</sup>	Fee based on the time needed and hourly rate of Authority employee providing certification
Specialized documents <sup>3</sup>	Actual costs
Facsimile/microfiche/other media	Actual costs
Redaction fee	\$1.00 per page
Postage fees	Actual costs
Compliance fees	Reimbursement of other LCA costs necessary for complying with a request <sup>4</sup>
Geographic information system / Other complex and extensive data sets	Reasonable market value

Prior to granting a request for access, if the fees required to fulfill the request are expected to exceed \$100, LCA shall require a requester to prepay an estimate of the fees. Unless prepayment is made by certified check or money order, access will be denied until the check clears. The request for prepayment will specify a reasonable period of time in which the payment must be received. If LCA does not receive the payment within the specified time, it may deny the request on that basis.

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<sup>1</sup> a single-sided copy or one side of a double-sided black-and-white copy of a standard 8½" x 11" page

<sup>2</sup> certification fees do not include notarization fees

<sup>3</sup> for example, but not limited to, blue prints, color copies, non-standard sized documents

<sup>4</sup> other than LCA's cost to review of a record to determine if it is a public record