



LEHIGH COUNTY AUTHORITY
1053 Spruce Street, Wescosville, PA



pennsylvania
OFFICE OF OPEN RECORDS

RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR : _____

STREET ADDRESS : _____
(This is to whom and where information will be sent unless specified differently on this form)

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:*

*Please provide as much specific detail as possible so the Authority can identify the information. General requests, such as "all documents", are not specific enough to enable the Authority to ascertain what records are applicable.

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

Signature of Requester: _____ **

** If this request is being made on behalf of an entity and not individually, this signature also indicates that the signing individual certifies that he or she has been given authorization by the entity to make such a request.

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

Contact information for the Open Records Officer at the **LEHIGH COUNTY AUTHORITY** is:

Open Records Officer
Lehigh County Authority
1053 Spruce Street, P.O. Box 3348
Allentown, PA 18103
Attention: Bradford E. Landon

Telephone: (610) 398-2503
Fax: (610) 398-8413
Email: BradLandon@LehighCountyAuthority.org

Please clearly mark the request in the subject line as a "Public Records Request" so as to minimize the chance that it gets discarded as junk mail or rejected by Authority's email spam filters.

A written request is strongly suggested so as to allow a proper understanding of what record the requester is seeking. Furthermore, if the requester wishes to pursue the relief and remedies provided for in the Right-to-Know Act, the request for access to records must be a written request.

Contact information for the **PENNSYLVANIA OFFICE OF OPEN RECORDS** for appeals of Authority decisions is:

Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Telephone: (717) 346-9903
Fax: (717) 425-5343
Email: openrecords@state.pa.us