



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>.

**LEHIGH COUNTY AUTHORITY
PUBLIC RECORDS FEE SCHEDULE**

Record Type	Fee
Standard paper copies	\$0.25 per page ¹
Copy certifications ²	Fee based on the time needed and hourly rate of Authority employee providing certification
Specialized documents ³	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 ⁴
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.

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

² certification fees do not include notarization fees

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

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



Pennsylvania Office of Open Records

Standard Right-to-Know Law Request Form

*Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.*

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date Request Submitted: _____ Submitted via: ☐ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Full Name: _____

Company (if applicable): _____

Please send response via: ☐ Email ☐ U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☐ Email ☐ U.S. Mail

☐ **By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.**

RECORDS REQUESTED: *Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.*

Form continues on page 2. Retain a copy of **both** pages.

RECORDS REQUESTED (continued):

DO YOU WANT COPIES? ☐ Yes, printed ☐ Yes, electronic ☐ No, in-person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the [Official RTKL Fee Schedule](#) for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than ☐ **\$100 (or)** ☐ **\$_____ .**

Do you want [certified copies](#)? ☐ Yes (*may be subject to additional costs*) ☐ No

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester:
\$ _____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

Retain a copy of both pages of this Form.

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: Lisa Miller

Telephone: (610) 398-2503
Fax: (610) 398-8413
Email: LisaMiller@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