



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



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: 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