



PUBLIC RECORD REVIEW / DUPLICATION REQUEST FORM

Please print legibly

Date of Request: _____

Requestor's name: _____

Requestor's address: _____

Requestor's telephone: _____

Requestor's Email: _____

I request review duplication (**check one**) of the following records described with **sufficient specificity** to enable the City of Allentown to determine which records are being requested. Use additional sheets if necessary.

I certify that I am a legal resident of the United States. Yes No (**check a box**)

Signature of Requestor (**must sign**)

The request may be submitted in person, via email, or by fax to:

Solicitor's Office
435 W. Hamilton Street, Room 519
Allentown, PA 18101
Frances A. Fruhwirth, Esquire – Right to Know Designee
Email: right-to-know@allentowncity.org
Voice: 610.437.7545
Fax: 610.437.8701

GENERAL RULES FOR ALL RIGHT TO KNOW REQUESTS:

INITIAL RESPONSE: The Right to Know Designee will do either 1 of 2 things within the 5 business day response time permitted by the Law: (1) Provide an answer to the request supplying the documents; or (2) tell the requestor in writing that an additional 30 business days is required to fulfill the request for documents.

EXTENSION OF TIME: If the City requires an extension, the requestor will be notified of the reason for review, the expected response date, and an estimate of applicable fees owed when the record becomes available, which shall be within 30 days.

FEES: Fees for duplication of public records shall be as follows:

- A. Photocopying fees: \$0.25 per page
- B. Certification of a public record: (Exclusive of notary fees) - \$1.00 per record, not per page
- C. Specialized Documents: (For example, but not limited to, blueprints, color copies, non-standardized sized documents) – Actual cost
- D. Facsimile/Microfiche/Other Media: Actual cost
- E. Conversion to Paper: If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media, unless the person making the request specifically requests for the record to be duplicated in the more expensive media.
- F. Postage Fees: Actual cost

RIGHT TO KNOW REQUEST NUMBER: 2011-RTK-
(to be assigned by the Right-to-Know Designee)