

RIGHT – TO – KNOW REQUEST
BOROUGH OF BEDFORD
BEDFORD BOROUGH WATER AUTHORITY
MUNICIPAL AUTHORITY OF THE BOROUGH OF BEDFORD
TELEPHONE (814) 623-8192

REQUESTOR INFORMATION (Print or Type)

FIRST NAME	MIDDLE INITIAL	LAST NAME
STREET ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE NUMBER (Daytime)		
E-MAIL ADDRESS (If Applicable)		

RECORDS REQUESTED
(Please provide as much specific detail as possible so we can more readily identify the information.)

DO YOU WANT TO INSPECT THE RECORDS? YES NO
(You will be contacted by a Borough Representative to schedule an appointment.)

DO YOU WANT PHOTOCOPIES? YES NO
(If records can be emailed, they will be provided to you in that format.)

DO YOU WANT CERTIFIED COPIES OF THE RECORDS? YES NO
(Fees for copies or other administrative costs are assessed based
on the fee schedule set by the Office of Open Records. See Page 2)

FOR BOROUGH USE ONLY

Date Request Received _____ Tracking Number _____

Request Received Via U.S. Mail Facsimile E-mail In- person

Requests received by the Borough of Bedford Open Records Officer after 4:00 p.m. or received on a weekend, Borough observed holiday or any closure of the Borough Office, will be dated the following business day. See page 2 for instructions on submitting a request.

INSTRUCTIONS

Requests, utilizing the Borough of Bedford’s “RIGHT-TO-KNOW” form, can be submitted via any of the following methods.

U.S. MAIL

Open Records Officer
Borough of Bedford
244 West Penn Street
Bedford, PA 15522

FACSIMILE

(814) 623-3315
Attention: Open Records Officer

EMAIL

bedfordborough@bedboro.com

IN PERSON

You can submit the request in person at the Borough of Borough Office.

Requests received by the Borough of Bedford Open Records Officer after 4:00 p.m. or received on a weekend, Borough observed holiday or any closure of the Borough Office, will be dated the following business day.

FEES

- Police Department – Vehicle Accident Report ----- \$15.00 each report
- Photocopy ----- 8.5” X 11” or 8.5” X 14” ----- \$ 0.25 each
- Color Copy ----- 8.5” X 11” or 8.5” X 14” ----- \$ 1.00 each
- Oversized Print ----- 11” X 17” ----- \$ 1.00 each
- 18” X 24” ----- \$ 1.50 each
- 22” X 36” ----- \$ 2.00 each
- 42” X 50” ----- \$ 4.00 each
- Bid Plans ----- Half Size Sheet (12” X 18”) ----- \$ 1.00 each
- Full Size Sheet (22” X 36”) ----- \$ 2.00 each
- Random Sheets ----- \$ 2.00 each
- Scanned Page ----- \$ 0.25 each
- CD ----- \$ 1.00 each
- Certified of Copies ----- \$ 1.00 each
- Postage ----- actual cost
- Fax Transmission ----- \$ 1.50 first page
- \$ 1.00 each
- additional page

CASH, CHECKS OR MONEY ORDERS WILL BE ACCEPTED. WE CANNOT ACCEPT CREDIT CARDS. ANY APPLICABLE FEES MUST BE PAID PRIOR TO THE RELEASE OF THE REQUESTED INFORMATION.