

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
- Black & White Photocopy (first 1,000) ----- 8.5" X 11" or 8.5" X 14" ----- \$ 0.25 each
- Black & White Photocopy (beyond 1,000) ----- 8.5" X 11" or 8.5" X 14" ----- \$ 0.20 each
- Color Photocopy ----- 8.5" X 11" or 8.5" X 14" ----- \$ 0.50 each
- Specialized Documents ----- Actual Cost
- Emailed/Electronic Delivered Documents ----- No Fee
- 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
- Flash Drive and/or Other Media----- Actual Cost
- Certified 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.