

Allentown Neighborhood Improvement Zone Development Authority (ANIZDA)
PUBLIC RECORD REQUEST FORM
Please type or print legibly

Date of Request: _____

Requestor's Name: _____
Requestor's Street Address: _____
Requestor's City: _____ State: _____ Zip Code: _____
Requestor's Telephone: _____
Requestor's Email: _____

I request (**check one**) to review _____ paper copy _____ electronic version (if available) of the following Public Records (please describe with **sufficient specificity** to enable ANIZDA to determine which records are being requested). Use additional sheets if necessary.

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

The request may be submitted in person, by regular mail, or via email to:
Allentown Neighborhood Improvement Zone Development Authority
Attn: Steve Bamford – Right to Know Designee
5 North Front Street
Allentown, PA 18102
Email: sbamford@allentownniz.com

GENERAL RULES FOR ALL RIGHT TO KNOW REQUESTS:

ANIZDA will only respond to written requests.

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

FOR ANIZDA USE ONLY

Date received by ANIZDA:

Five (5) business day response due: