

APPENDIX A

Franklin County Redevelopment Authority
Attn: David B. Mackley, Open Records Officer
c/o Franklin County Area Development Corporation
1900 Wayne Road
Chambersburg, PA 17202
Office #: (717) 263-8282
Fax #: (717) 263-0662
Email: david@fcadc.com

OPEN RECORDS REQUEST FORM

Date Requested: _____

Name of Requester

(Please print) Last First MI

Signature: _____

Mailing Address: _____

City State Zipcode
Telephone #: () Fax #: ()

Email Address: _____

Records Requested :

(* Please provide as much specific detail as possible so that we are able to determine which records are being requested. Use additional sheets if necessary.)

Please check one of the following boxes:

- I am only requesting access to the documents identified above.
I am only requesting a copy of the documents identified above.

Date Received by the Agency: _____

Request Submitted By: E-Mail U.S. Mail Fax In-Person

Agency Five (5) Day Response Due: _____

Date Record Request was Fulfilled: _____

** Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)

APPENDIX B

FRANKLIN COUNTY REDEVELOPMENT AUTHORITY FEE SCHEDULE

Record Type	Fee
Copies: (<i>A “photocopy” is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5” x 11” page</i>)	.25 per page.
Certification of a Record:	\$1 per record, not per page. Please note that certification fees do not include notarization fees.
Specialized documents : For example, but not limited to, blue prints, color copies, non-standard sized documents	Actual Cost
Facsimile/Microfiche/Other Media:	Actual Cost
Redaction Fee:	No Redaction Fee May be Imposed
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 requester specifically requests for the record to be duplicated in the more expensive medium. (Sec. 1307(e)).
Postage Fees:	Fees for Postage May Not Exceed the Actual Cost of Mailing