



# PERKASIE REGIONAL AUTHORITY

*Providing Water and Wastewater Service Since 1895*

## Fee Structure – Right-To-Know Law

Section 1307 of the Right-To-Know law requires the Office of Open Records to establish a fee structure for Commonwealth Agencies and Local Agencies. The Perkasie Borough Authority has adopted the following fee structure in accordance with the law.

Record Type	Fee
Photocopies (A "photocopy" is single sided, black and white copy of a standard 8½ x 11 inch page)	\$0.25 per page
Certification of a Record	\$5.00 per record (please note that certification fees <b>do not</b> include notarization fees)
Specialized Documents (For example, but not limited to, blue prints, color copies and non-standardized documents)	Actual Cost
Facsimile/Microfiche/Other Media	Actual Cost
Redaction Fee	No Fee Imposed
Conversion to Paper	\$0.25 per page (same fee as "photocopies") * If a record is only maintained electronically or in other non-paper media, photocopy fees shall apply, unless the requestor specifically requests for the record to be duplicated in a more expensive media.
Postage Fees	Fees for postage may not exceed the actual cost of mailing.

Please be advised of the following:

- **Statutory Fees:** If a separate statute authorizes the Authority to charge a set amount for a certain type of record, the Authority may charge no more than the statutory amount.
- **Inspection of Redacted Records:** If a requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the Authority shall redact the non-public information. The Authority does not charge the requestor for the redaction. However, the Authority may charge for the copies it must make of the redacted material in order for the requestor to view the public record. The fee structure outlined above will apply. If, after inspecting the records and charging a fee for the copies, the requester chooses to obtain the copies, no additional fee will be charged.
- **Fee Limitations:** Except as otherwise provided by statute, the law states that **no other fees may be imposed** unless the Authority necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee is imposed for the Authority's review of a record to determine whether the record is a public record, legislative record or financial record subject to access in accordance with this Act. No fee is charged for searching for or retrieval of documents. The Authority does not charge staff time or salary for complying with Right-To-Know requests.
- **Payment of Fees:** Once a Right-To-Know request is completed, the Authority requires that the fees charged be paid by the requester at the time of release.