

**EAST COCALICO TOWNSHIP**

**RESOLUTION NO. 2010-10**

**A RESOLUTION ESTABLISHING FEES FOR REQUESTS  
FOR INSPECTION AND DUPLICATION OF PUBLIC RECORDS.**

**WHEREAS**, the Pennsylvania legislature enacted Act No. 3 of 2008 providing for a new Right-To-Know Law, 65 P.S. Section 67.101 et. seq.; and

**WHEREAS**, the Right-To-Know Law took effect on January 1, 2009; and

**WHEREAS**, Section 1307 of the Right-To-Know Law requires the Office of Open Records to establish a fee structure for local agencies; and

**WHEREAS**, the Office of Open Records has established a fee structure in accordance with the Law; and

**WHEREAS**, 65 P.S. Section 67.504 permits local agencies (including Townships) to promulgate written policies and regulations necessary to implement the Right-To-Know Law; and

**WHEREAS**, the Township may establish fees for the inspection and duplication of public records.

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**SECTION 1.** The following fees shall be paid prior to the receipt of duplicated public records:

A. A charge of .25¢ per page, per copied side, for the duplication of public records which are made on Township copiers;

B. A charge of \$2.00 for the certification of a record (not including notarization fees);

C. Specialized Documents. The fees shall be the actual costs of the facsimile, microfiche or other (including but not limited to blue prints, color copies, non-standard sized documents);

D. In accordance with the fee schedule of the Office of Open Records there is no fee for redaction;

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 requestor specifically requests for the record to be duplicated in the more expensive medium;

F. The fee for postage shall be the actual fees involved in the cost of mailing.

**SECTION 2. PREPAYMENT.** Prior to granting a request for access in accordance with the Act, the Township may require a requester to prepay an estimate of the fees authorized hereunder if the fees required to fulfill the request are expected to exceed \$100.00. Once the request is fulfilled and prepared for release, the Township may require prepayment for the costs of the records prior to releasing the records.

**SECTION 3. STATUTORY FEES.** If a separate statute authorizes the Township to charge a set amount for a certain type of record, the Township may charge no more than the statutory amount. For example, a Police Department has the authority to charge up to \$15.00 per report for providing a copy of a vehicle accident report.

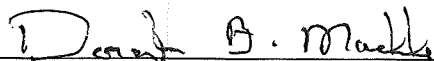
**SECTION 4. INSPECTION OF REDACTED RECORDS.** If a requester desires to inspect rather than receive a copy of a record and the record contains both public and non-public information, the Township shall redact the non-public information. The Township may not charge the requester for the redaction. However, the Township may charge for the copies made of the redacted material in order for the requester to view the

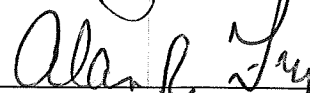
public record. The fee structure outlined above will apply. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee will be charged.

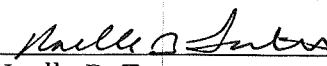
**SECTION 5.** Any fees established by any prior Resolution establishing fees which are inconsistent with the fees established by this Resolution are hereby repealed.

**RESOLVED** this 2nd day of June, 2010.

EAST COCALICO TOWNSHIP

  
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Douglas B. Mackley

  
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Alan R. Fry

  
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Noelle B. Fortna