

RED LION BOROUGH

FEES

RIGHT – TO - KNOW – LAW

The following fees shall be charged by Red Lion Borough for records provided or made available pursuant to the Right-To-Know-Law, Act 3 of 2008. Unless otherwise stated, all fees are due at the time the records are made available by the Borough to the requestor. If the records are to be mailed to the requestor, all fees shall be due before the records are mailed. At the time the Borough notifies the requestor that the records are available, the Borough will notify the requestor of the amount of the fees that are due.

1. Postage fee- the actual cost of mailing
2. Fees for photocopying, printing from electronic media, copying onto electronic media, transmission by fax or other means or other means of duplication.

\$0.25 per page

3. Fees for complex and expensive data sets, GIS or property assessment list, to be established for each data set as requested, based on the reasonable market value of the same or related data sets. (No fee will be charged when the request is by or for a newspaper or magazine, press association, radio or television station(s), for the purpose of obtaining information for publication or broadcast, or is requested by a nonprofit organization for conduct of educational research.)
4. Official certification of copies if at the request of the requestor:

\$1.00 for each certification

5. For records only maintained electronically or in other non-print media – the lesser of the fee for duplication on paper as set out in paragraph 2 above, or the actual cost for duplication in the original media (unless the requestor specifically requests that it be duplicated in the more expensive medium.)
6. The Borough shall charge all costs actually incurred for complying with the request. (No fee may be imposed for an agency's review of a record to determine whether it is a public record subject to access.)
7. If the Borough's Right-to-know Officer expects the fees for the requested records to exceed \$100.00, then, prior to granting a request for access, the Borough may require prepayment of the estimated amount of the fees.
8. The Borough, in its sole discretion, may waive any or all fees when the requestor duplicates the record(s), or the Borough deems it is in the public interest to do so.