

Pocono Mountain School District
Open Records/Right to Know Fee Schedule

Record Type	Fee
<p>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></p>	\$.25 per page
<p>Certification of a Record:</p>	<p>An agency may impose reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record. The Office of Open Records recommends no more than \$5 per record to certify a public record. Please note that certification fees do not include notarization fees.</p>
<p>Specialized documents: <i>(For example, but not limited to, blue prints, color copies, non-standard sized documents)</i></p>	Actual Cost
<p>Facsimile/Microfiche/Other Media:</p>	Actual Cost
<p>Redaction Fee:</p>	No Redaction Fee May be Imposed at This Time
<p>Conversion to Paper:</p>	<p>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)).</p>
<p>Postage Fees:</p>	Fees for Postage May Not Exceed the Actual Cost of Mailing
<p>Inspection of Redacted Records:</p>	<p>If a requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public</p>

	information, the agency shall redact the non-public information. An agency may not charge the requester for the redaction. However, the Agency may charge for the copies it must make 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 may be charged.
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Prepayment: Prior to granting a request for access in accordance with this Act, an agency may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.

Once the request is fulfilled and prepared for release: The Pennsylvania Office of Open Records recommends that the agency obtain the cost of the records prior to releasing the records. This recommendation is designed to avoid situations in which the agency provides the records and the requester fails to submit payment.