

**NORTH CODORUS TOWNSHIP
YORK COUNTY, PENNSYLVANIA**

FEES FOR RECORDS PURSUANT TO THE RIGHT-TO-KNOW LAW

The following fees shall be charged by North Codorus Township for records provided or made available pursuant to the Right-To-Know Law, Act 3 of 2008. These approved fees are the same as have been approved by the Pennsylvania Office of Open Records, as set out in their website, www.openrecords.state.pa.us.

Unless otherwise stated, all fees are due at the time the records are made available by the Township to the requester. At the time the Township notifies the requester that the records are available, the Township will notify the requester of the amount of the fees that are due, and the requester shall pay all such fees when receiving the records, or, if the records are to be mailed, before they are mailed by the Township.

1. Photocopying records (one page is either a single-sided copy or one side of a double-sided black and white copy of a standard 8.5" x11" page) printing from electronic media, copying onto electronic media, — \$0.25 per page
2. Official certification of a record if at the request of the requester - \$1.00 for each record
3. Specialized documents, including blueprints, color copies, non-standard sized documents - Actual cost
4. Transmission by fax, microfiche, or other media Actual cost other electronic means or other means of duplication
5. Official certification of a record if at the request of the requester - \$1.00 for each record (This fee does not include notary fees, if requested or required, which notary fees shall be in the amounts permitted by law.)
6. Records only maintained electronically or in other non-print media - The lesser of the fee for duplication on paper as set out in ¶1, above, or the fee for duplication in the original media (unless the requester specifically requests that it be duplicated in the more expensive medium)
7. Postage fees — the actual cost of mailing the records
8. Complex and expensive data sets, including GIS or property assessment lists - To be established for each data set as requested, based on the reasonable market value of the same or related data sets.
9. The Township shall charge all costs actually incurred by it for complying with the request, except that no fee shall be imposed for the Township's review of a record to determine whether it is a public record subject to access.
10. If the Township's Right-To-Know Officer expects the fees for requested records to exceed \$100.00, then, prior to granting a request for access, the Township may require prepayment of the estimated amount of the fees.
11. If a separate statute authorizes the Township to charge a set amount for a certain type of record, the Township shall charge that statutory amount.
12. 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 Township shall charge for the copies it must make of the redacted material in order for the requester to view the public record. The fee

structure set out above will apply. If, **after** inspecting the records, the requester chooses to obtain the copies, no additional fee shall be charged.

13. The Township, in its sole discretion, may waive fees when the requester duplicates the record, or the Township deems it is in the public interest to do so.