

strBorough of Stroudsburg



RIGHT-TO-KNOW REQUEST FEE SCHEDULE – revision date 6/18/2019

<u>Record Type/Delivery Method</u>	<u>Fee</u>
Black and White Copies	\$0.25 per copy (1)
Color Copies	\$0.50 per copy (2)
Specialized Documents (3)	Up to actual cost
Records Delivered via Email	No additional fee may be imposed (4)
CD/DVD	Up to actual cost, not to exceed \$3.00/ disc
Flash Drive	Up to actual cost
Facsimile	Up to actual cost (5)
Other Media	Up to actual cost
Redaction	No additional fee may be imposed (6)
Conversion to Paper	Up to \$0.25 per page (7)
Photographing a Record	No additional fee may be imposed (8)
Postage	Up to actual cost of USPS first-class postage
Certification	\$5.00 per record (9)

Footnotes

1. A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper.
2. A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper. Note that a requester may ask for black and white copies even if the original is in color and color copies are available.
3. Including, but not necessarily limited to, non-standard sized documents and blueprints.
4. If a requester asks to receive records which require redactions in electronic format, an agency may print the records to provide for secure redaction, and then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either black and white or color copies, as appropriate.
5. If an agency must print records to send them by facsimile, the agency may charge the fees noted above for black and white copies.

6. If a requester seeks records requiring redaction, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either black and white or color copies, as appropriate.
7. 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. *See §1307(d)*.
8. This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. *See Muenz v. Township of Reserve, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176*. If redaction is required prior to the requester being granted access to photograph records, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either black and white or color copies, as appropriate.
9. Under the Right to Know Law, 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." *Certification fees do not include notarization fees*.

Prepayment

Prior to granting a request to access in accordance with the Right to Know Law, the Borough of Stroudsburg may require a requester to prepay an estimate of the fees authorized under this fee schedule if the fees required to fulfill the request are expected to exceed \$100.

Once a record request is fulfilled and prepared for release, the Borough of Stroudsburg shall obtain payment prior to the release of the records.