

## RIGHT TO KNOW

### Fee Schedule

**Postage.** Fees for postage will be the actual cost of mailing.

**Duplication and Conversion to paper.** Fees for duplication by photocopying, printing from electronic media or microfilm, copying onto electronic media, transmission by facsimile or other electronic means and other means of duplication must be reasonable and based on prevailing fees for comparable duplication services provided by local business entities.

If a public record is only maintained electronically or in other nonpaper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the native media as provided by subsection (b) unless the requester specifically requests for the public record to be duplicated in the more expensive medium.

Per Page	\$0.25
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For non-standard copies, actual costs will be charged

**Certification.** Township will 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. Each document requires a separate certification fee.

Certification	\$1.00 per document (Does not include notary fee)
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**Enhanced electronic access.** When possible, Township may offer electronic access to public records in addition to making the public records accessible for inspection and duplication by a requester as required by this act, the agency may establish user fees specifically for the provision of the enhanced electronic access, but only to the extent that the enhanced electronic access is in addition to making the public records accessible for inspection and duplication by a requester as required by this act. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access or any other reasonable method and any combination thereof.

Computer disk	Actual cost
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Facsimile	Actual cost
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**Limitations.** Except as otherwise provided by statute, no other fees may be imposed unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency's review of a record to determine whether the record is a public record subject to access in accordance with this act.

**Prepayment.** Township will 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. If prepayment is necessary a certified check or money order shall be made payable to the Municipality in the total amount of the estimated fees.