

RESOLUTION NO. 2014-07

BOROUGH OF BRIDGEVILLE

**A RESOLUTION OF THE BOROUGH OF BRIDGEVILLE,
ALLEGHENY COUNTY, PENNSYLVANIA, ADOPTING A FEE
SCHEDULE FOR COSTS ASSOCIATED WITH DUPLICATION
AND DELIVERY OF PUBLIC RECORDS REQUESTED
PURSUANT TO THE PENNSYLVANIA RIGHT-TO-KNOW LAW**

WHEREAS, the Commonwealth of Pennsylvania recently enacted a new Right-to-Know Law that took effect on January 1, 2009, as part of this law, the Commonwealth has established a fee structure to be established by a municipality; and

WHEREAS, the Borough is desirous of adopting a fees schedule consistent with the Act to establish fees for the duplication of public records.

NOW, THEREFORE, BE IT RESOLVED, that the following fees are hereby established for duplication of public records requested pursuant to the Right-to-Know Law:

Fees for duplication of public records:

<u>Record Type</u>	<u>Fee</u>
Photocopies and Facsimiles: (A "photocopy" is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8"x11" page. Faxes shall also include any long distance phone charges)	.25 per page
Certification of a Record: (this does not apply to a request for a no-lien letter/certification, which is subject to the Treasurer's/Tax collector's customary fees)	\$5.00 per record request
Specialized documents: For example, but not limited to, blue prints, color copies, non-standard sized documents	Actual Cost incurred by Borough
Facsimile/Microfiche/Other Media:	Actual Cost incurred by Borough
Post Fees:	Actual Cost incurred by Borough

Prepayment of Open Records Request:

In the event the estimated cost of fulfilling a request submitted under the Right-to-Know law is expected to exceed \$100, 50% of the estimated total cost is to be received in advance of fulfilling said request.

Collection of Fees:

The total cost for the duplication of records shall be obtained prior to releasing the records.

Statutory Fees:

Should a separate statute authorize the Borough to charge a pre-set amount for a certain type(s) of records, the Borough may charge the maximum amount permitted by such statute.

RESOLVED AND ADOPTED by the Borough Council of the Borough of Bridgeville on this 14th day of ~~April~~, 2014.

JUNE

ATTEST:


Borough Secretary

BOROUGH OF BRIDGEVILLE


President of Council

EXAMINED & APPROVED on this 14th day of JUNE, 2014, by:


Mayor