

Fee Structure

Record Type	Fee
Copies: Standard size <i>(A photocopy is either single-sided or One side of a double-sided black & white Copy of a standard 8.5"x11")</i>	one sided copies: 20 cents per page two sided copies: 20 cents per side
Specialized Documents: <i>(Including but not limited to Blue prints, Color copies, non-standard sized documents)</i>	Actual cost incurred by Authority
Certification of Document:	\$1.00 per record
Postage/Courier Service:	Actual cost incurred by Authority
Facsimile/Other Media:	Actual cost incurred by Authority
Conversion from Electronic Media to Paper:	Lesser of the fee for duplication on paper or the the fee for duplication in the original media, unless the requester specifically request for more expensive medium.

Please Also Be Advised:

- **Statutory Fees:** If a separate statute authorizes the Authority to charge a set amount for a certain type of record, the Authority may charge no more than that statutory amount.
- **Inspection of Redacted Records:** 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 Authority will redact the non-public information. The Authority will not charge the requester for the redaction. However, the Authority will 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 forth above will apply. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee will be charged.

- **Fee Limitations:** Except as otherwise provided by statute, no other fees will be imposed unless the Authority necessarily incurs costs for complying with the request, and such fees are reasonable. No fee will be imposed for the Authority's review of a record to determine whether the record is a public record, legislative record or financial record subject to access in accordance with the Right-to-Know Law. No fee will be charged for searching for or retrieval of documents. The Authority will not charge staff time or salary for complying with a request.
- **Prepayment:** Prior to granting a request for access in accordance with the Right-to-Know Law, the Authority 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.
- Once the request is fulfilled and prepared for release, the Authority will obtain the cost of the records prior to releasing the records.
- If the requester fails to retrieve the requested records within sixty (60) days of the Authority's response, the Authority may dispose of any copies, which have not been retrieved and retain any fees paid to date.