



pennsylvania

OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR : _____

STREET ADDRESS : _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information.*

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

Appendix B

Right to Know Law Record Request Schedule of Fees

Fee Structure

Section 1307 of the Right-To-Know law requires the Office of Open Records to establish a fee structure for Commonwealth Agencies and Local Agencies. To promote uniformity amount all agencies, the Office of Open Records encourages Judicial and Legislative agencies, which can set their own fees, to adopt the following fee structure. All agencies are advised that duplication fees can be waived.

The Office of Open records establishes the following fee structure in accordance with the law.

Record Type	Fee
Copies <i>(A "photocopy" is either a single-sided copy or one side of a double-sided black and white copy of a standard 8.5'' x 11'' page)</i>	.25/pg
Certification of a record	The Office of Open Records recommends no more than \$5 per record to certify a public record. Please note that certification fees do not include notarization fees.
Specialized Documents <i>(For example, but not limited to, blue prints, color copies, non-standard sized documents)</i>	Actual Cost
Facimile/Microfiche/Other Media	Actual Cost
Redaction fee	No redaction fee may be imposed
Conversion to Paper	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 requestor specifically requests for the record to be duplicated in the more expensive medium.
Postage Fees	Fees for postage may not exceed the actual cost of the mailing.