



## NORTHEAST BRADFORD SCHOOL DISTRICT RIGHT TO KNOW FEE SCHEDULE

RECORD TYPE/DELIVERY METHOD	FEE
Black & White Copies (first 1,000)	Up to \$0.25 per copy (refer to footnote 1)
Black & White Copies (beyond 1,000)	Up to \$0.20 per copy (refer to footnote 1)
Color Copies	Up to \$0.50 per copy (refer to footnote 2)
Specialized Documents	Up to actual cost (refer to footnote 3)
Email	No additional fee may be imposed (refer to footnote 4)
CD/DVD	Up to actual cost, not to exceed \$1.00 per disc.
Flash Drive	Up to actual cost
Facsimile	Up to actual cost (refer to footnote 5)
Other Media	Up to actual cost
Redaction	No additional fee may be imposed (refer to footnote 6)
Conversion to Paper	Up to \$0.25 per page (refer to footnote 7)
Photographing a Record	No additional fee may be imposed (refer to footnote 8)
Postage	Up to actual cost of USPS first-class postage
Certification	Up to \$5.00 per record (refer to footnote 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 that require redactions in electronic format and the agency is unable to securely redact the records by electronic means, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W 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 B&W copies.
6. If a requester seeks records requiring redaction and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W 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 the record to be duplicated in the more expensive medium. *See §1307(d)*.
8. This assumes the requester is using his or her 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 and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
9. Under the RTKL, an agency may impose "reasonable fees for official certification of copies if the certification is at the behest of the requester and to legally verify the public record." The OOR recommends no more than \$5 per record to certify a public record. Certification fees do not include notarization fees.