

## **Right-To-Know Law Fee Structure**

Section 1307 of the Pennsylvania Right-To-Know law requires that Local Agencies establish a fee structure for responding and reproducing documents in conjunction with approved requests.

The Easton Area School District establishes the following fee structure in accordance with the law.

### **Fee-Structure**

<b><u>Record Type</u></b>	<b><u>Fee</u></b>
Copies: (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)	\$.25 per page
Certification of a Record:	\$5 per record to certify a public record. Please note that certification fees do not include notarization fee.
Facsimile / Microfiche / Other Media:	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 requester 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 mailing.

**Note: All payments must be made in full prior to receiving any documents. Please make checks payable to the Easton Area School District and submit to Mr. John Castrovinci, Open Records Officer.**