

# Township of Middletown



## **OPEN RECORDS FEE SCHEDULE**

**The following fee schedule shall apply to Responses for Open Records Law Requests:**

1. A fee of \$ .25 (twenty-five cents) per page, per side will be charged for paper copies.
2. Electronic copies on CD will be provided at the cost of \$5.00 per CD. A new CD will be necessary each time records are provided.
3. Fax copies will be available at a cost of \$ .50 (fifty cents) per page.
4. If a True and Correct Certification is requested, an additional charge of \$25.00 will be added.
5. Actual postage shall be charged to the Requestor.
6. Arrangements may be made for granted Open Records Requests Responses to be viewed at the Township Municipal Building during normal business hours, Monday through Friday, 8:30 am to 4:30 pm, with the exception of holidays.
7. Additional fees shall apply for complex and extensive data sets and also for pages larger than 8.5 x 14 inches. These fees are available upon request.
8. DVD copies of Public Meetings or other Township video productions shall be available at a cost of \$40.00 per meeting DVD or programming DVD.
9. The Township will require prepayment if the total fees are estimated to exceed \$100.00.
10. If the Requestor pays any fee by check, the payee shall be designated as "Middletown Township" and the words "Right-To-Know" must be clearly displayed on the face of the check.
11. All fees are subject to a six percent (6%) Pennsylvania State Sales Tax.