



Fee Structure – Adapted for the Greater Altoona Career and Technology Center from Pennsylvania Office of Open Records Guidelines

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 among all agencies, the Office of Open Records encouraged Judicial and Legislative agencies, which can set their own fees, to adopt the following fee structure. The Greater Altoona Career and Technology Center has adopted the following fee structure established by the Office of Open Records in accordance with the law.

Fee Structure

Record Type	Fee
<p>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)</p>	.25 per page.
<p>Certification of a Record:</p>	\$1 per record, not per page. Please note that certification fees do not include notarization fees.
<p>Specialized documents : For example, but not limited to, blue prints, color copies, non-standard sized documents</p>	Actual Cost
<p>Facsimile/Microfiche/Other Media:</p>	Actual Cost
<p>Redaction Fee:</p>	No Redaction Fee May be Imposed
<p>Conversion to Paper:</p>	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. (Sec. 1307(e)).
<p>Postage Fees:</p>	Fees for Postage May Not Exceed the Actual Cost of Mailing

Please Also Be Advised:

- **Statutory Fees:** If a separate statute authorizes an agency to charge a set amount for a certain type of record, the agency 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 Center shall redact the non-public information. The Center may not charge the requester for the redaction. However, the Center may charge for the copies it must make of the redacted material in order for the requester to view the public record. The fee structure outlined above will apply. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee may be charged.
- **Fee Limitations:** Except as otherwise provided by statute, the law states that **no other fees may be imposed** unless the Center necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for the Center'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 this Act. No fee may be charged for searching for or retrieval of documents. The Center may not charge staff time or salary for complying with a RTK request.
- **Prepayment:** Prior to granting a request for access in accordance with this Act, the Greater Altoona Career and Technology Center may 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.