

## RTKL/Public Records

### Fee Schedule

- All requests under Pennsylvania’s *Right-to-Know Law* should be addressed to the Right-to-Know Officer, Berks County Intermediate Unit, 1111 Commons Blvd., P.O. Box 16050, Reading, PA 19612-6050.
- In order to take advantage of the appeal process provided under Pennsylvania law, requests must be made in writing utilizing the public records request form.
- Requests must be received during the normal business hours of 8:00 a.m. – 4:00 p.m., Eastern Standard Time, on a normal business day (when the administrative offices of the Berks County Intermediate Unit are in operation).
- Fees and charges related to a request for Public Records are listed in the chart below.

Record Type	BCIU Fees /Charges
<b>Page Size/Cost</b>	<ul style="list-style-type: none"> <li>• One side equals one page of standard 8.5 x 11 size paper</li> <li>• 20 cents/one side</li> </ul>
<b>Certified Copy</b>	<ul style="list-style-type: none"> <li>• \$1/record</li> <li>• \$3/Notary Seal on signature page/record</li> </ul>
<b>Specialized Documents</b>	<ul style="list-style-type: none"> <li>• For example, but not limited to, blue prints, color copies, non-standard sized documents</li> <li>• Actual cost for duplication (may require off-premises copying)</li> </ul>
<b>CD Media</b>	\$3/CD-RW media
<b>Postage</b>	Actual cost of mailing
<b>Enhanced Electronic Access to Record</b>	According to the Office of Open Records directive, if an agency offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a requester, the agency may establish user fees specifically for the provision of the enhanced electronic access, but only to the extent that the enhanced electronic access is in addition to making the records accessible for inspection and duplication by a requester as required by this Act. The user fees for enhanced electronic access will be a subscription fee for a period of time. <b>The user fees for enhanced electronic access must be approved by the PA Office of Open Records before user access is granted to the requester.</b>
<b>Inspection of Redacted Records</b>	According to the Office of Open Records directive, 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 agency shall redact the non-public information. An agency may not charge the requester for the redaction. However, the Agency 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.
<b>Fee Limitations</b>	According to the Office of Open Records directive, except as otherwise provided by statute, the law states that <b>no other fees may be imposed</b> unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency’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. An agency may not charge staff time or salary for complying with a RTK request.
<b>Total Fees/Charges Expected</b>	<ul style="list-style-type: none"> <li>• Open Records Officer determines total fees for records request (<i>i.e., photocopy, CD media, certified copy, postage, etc.</i>) and communicates cost to requester prior to release of records</li> <li>• If the cost of providing a requested item exceeds the above fees because of unusual circumstances, such as the need for off-premises copying, traveling, and outsourcing, the Berks County Intermediate Unit may charge its actual costs of providing the item rather than the above fees.</li> <li>• Payment/prepayment must be made by <u>certified check or money order</u>.</li> <li>• If payment is not received within specified time, the Berks County Intermediate Unit will deny the RTKL request on that basis.</li> <li>• Prepayment required if anticipated costs to fulfill request <u>exceeds \$100</u>.</li> <li>• There will be no charge for requests for which the total fee is less than \$5.</li> </ul>