

**EAST MANCHESTER TOWNSHIP
YORK COUNTY, PENNSYLVANIA**

FEES FOR RECORDS PURSUANT TO THE RIGHT-TO-KNOW LAW

The following fees shall be charged by East Manchester Township for records provided or made available pursuant to the Right-To-Know Law, Act 3 of 2008. Unless otherwise stated, all fees are due at the time the records are made available by the Township to the requester. If the records are to be mailed to the requester, all fees shall be due before the records are mailed. At the time the Township notifies the requester that the records are available, the Township will notify the requester of the amount of the fees that are due.

1. Postage fees – the actual cost of mailing.
2. Fees for photocopying, printing from electronic media, copying onto electronic media, transmission by fax or other electronic means or other means of duplication:

\$ 0.25 per page

3. Fees for complex and expensive data sets, including GIS or property assessment lists – To be established for each data set as requested, based on the reasonable market value of the same or related data sets. (No fee will be charged when the request is by or for a newspaper or magazine, press association, or radio or television station, for the purpose of obtaining information for publication or broadcast, or is requested by a nonprofit organization for the conduct of educational research.)
4. Official certification of copies if at the request of the requester:

\$1.00 for each certification

5. For records only maintained electronically or in other non-print media – The lesser of the fee for duplication on paper as set out in ¶2, above, or the actual cost for duplication in the original media (unless the requester specifically requests that it be duplicated in the more expensive medium).
6. The Township shall charge all costs actually incurred by it for complying with the request. (No fee may be imposed for an agency’s review of a record to determine whether it is a public record subject to access.)
7. If the Township’s Right-To-Know Officer expects the fees for requested records to exceed \$100, then, prior to granting a request for access, the Township may require prepayment of the estimated amount of the fees.
8. The Township, in its sole discretion, may waive fees when the requester duplicates the record, or the Township deems it is in the public interest to do so.