

801 – AR – 2. FEES FOR PUBLIC RECORDS REQUESTS

Section 1037 of the Right-To-Know law requires the Office of Open Records to establish a fee structure for Commonwealth Agencies and Local Agencies. The PA STEAM Academy fee structure is approved in accordance with Section 1307 and the Office of Open Records fee structure. The PA STEAM Academy fee structure is set as follows:

Fee Structure

Record Type	Fee
Copies: (single sided copy or one side of a double sided copy)	.25 per page
Certification of a Record:	\$1.00 per record
Specialized Documents: (Ex. Blue print, color copy, nonstandard size)	Actual Cost
Facsimile/Microfiche/Other Media:	Actual Cost
Redaction Fee:	No redaction
Conversion to paper:	Lesser of paper copy or Duplication in original Medium
Postage Fees:	Will not exceed actual cost

Prepayment: Prior to granting a request for access in accordance with this Act, the PA STEAM Academy requires a requester prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.00. Once the request is fulfilled and prepared for release, PA STEAM Academy will obtain the cost of the records prior to releasing the records to the requestor.