

Record Request Fees

The Township reserves the right to charge fair and reasonable fees for services provided in response to a request for public records. Fees shall be as follows:

- Paper copies (letter and legal): \$0.25 per page per side for black and white letter and \$0.50 per page for color.
- Oversized documents: Actual cost of reproduction.
- Postage: If mailing is requested, the actual cost of postage.
- Electronic media (if available): \$3.00 per CD-ROM. A CD-ROM will be necessary each time records are provided.
- Email attachment (if document is available in digital form): \$1.00 per file.
- Fax: \$0.50 per page.
- Certification: If "True and Correct Certification" is requested, an additional charge of \$2.00 will be added.
- Research fee: Extensive time or research over and above 1 hour shall be at the current hourly rate of the employee researching the request.

The Township may require a requester to pay mileage at the current IRS mileage rate for the reproduction of documents off-site and the mailing of documents at the request of the requester.

The Township may require a requester to prepay an estimate of the fees authorized if the fees required to fulfill the request are expected to exceed \$100.00 for examination, inspection or copying.

Fees for duplication of a public record may be waived by the Township if the requester duplicates the public record, or the Township deems it is in the public interest to do so.