

BOROUGH OF BEAVER
BEAVER COUNTY, PENNSYLVANIA

RESOLUTION NO.

RESOLUTION ON
OPEN RECORDS POLICY

The Council of the Borough of Beaver hereby resolves as follows:

1. The purpose of this resolution is to establish an open records policy for the Borough of Beaver.

2. The Right-to-Know Law (Act No. 2008-3, 65 P.S. §§ 67.101 et seq.) authorizes each "local agency," such as this Borough, to promulgate regulations and policies necessary for the agency to implement the Law.

3. Responses to requests for records shall be made in accordance with the sample forms of the Pennsylvania Office of Open Records.

4. Fees related to requests for records shall be charged in accordance with the Fee Structure attached hereto.

Adopted on March 10, 2009.

Attested by:

BOROUGH OF BEAVER

President of Council

Borough Secretary

Examined and approved on March 10, 2009.

Mayor

BOROUGH OF BEAVER
BEAVER COUNTY, PENNSYLVANIA

FEE STRUCTURE:
RIGHT-TO-KNOW LAW

<u>Type of Record</u>	<u>Fee</u>
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)	\$ 0.25 per page
Certification of a Record	\$ 5.00 per record (Does not include any notarization fees)
Special Documents (For example, but not limited to, blueprints, color copies, non-standard sized documents)	Actual Cost of Duplication
Facsimile/Microfiche/Other Media	Actual Cost of Duplication
Redaction Fee	None
Conversion to Paper	If a record is only maintained electronically or in other non-paper media, duplication fees shall be either the cost for duplication on paper, or the cost for duplication in the original media, as the requester may choose.
Postage Fees	Actual Cost of Mailing

Additional Terms

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 Borough shall redact the non-public information. The Borough may not charge the requester for the redaction. However, the Borough 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 Restrictions: No fee may be imposed for the Borough'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 State Law. No fee may be charged for searching for or retrieval of documents. The Borough will not charge staff time or salary for complying with a RTK request.

Payment: When a request is fulfilled and is ready for release, the requester shall pay in full the related fees in order to receive the records.

Prepayment: Prior to granting a request for access in accordance with the Law, the Borough 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.