

Lock Haven University  
Fees & Charges

Open Records Requests

All fees charged will be in accordance with the fee structure established by the Office of Open Records as noted below:

<http://openrecords.state.pa.us>

1. Fees and Charges

- a. All fees charged will be in accordance with the fee structure established by the Office of Open Records as noted below:
  - i. Copies - \$.25 per one-sided page.
  - ii. Certification of a Record - \$1.00 per record, not per page. This does not include any notarization fees.
  - iii. Specialized Documents (i.e. blue prints, color copies, non-standard sized documents) – Actual Cost
  - iv. Facsimile/Microfiche/Other Media – Actual Cost
  - v. Redaction – No fee for redaction.
  - vi. Conversion to Paper - If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium.
  - vii. Postage Fees – Fees for postage may not exceed the actual cost of mailing.
  - viii. Statutory Fees - If a separate statute authorizes an agency to charge a set amount for a certain type of record, the agency may charge no more than that statutory amount.
  - ix. 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 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.
  - x. Enhanced Electronic Access - 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.

- xi. Fee Limitations - Except as otherwise provided by statute, the law states that **no other fees may be imposed** unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable.
- xii. Prepayment - Prior to granting a request for access in accordance with this Act, Lock Haven University will 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.
  - 1. Once the request is fulfilled and prepared for release, the Office of Open Records recommends that the agency obtain the cost of the records prior to releasing the records. This recommendation is designed to avoid situations in which the agency provides the records and the requester fails to submit payment.