

§1. **Fees for Township Services and Expenses.**

A. **Schedule of Fees.** The Township shall charge a requester the following fees related to the fulfillment of a record request:

(1) Copies: 25¢ per page. A copy is defined as either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5 inch by 11 inch page.

(2) Color Copies: 50¢ per page. A color copy is defined as either a single-sided copy or one side of a double-sided color copy of a standard 8.5 inch by 11 inch page.

(3) Specialized Document Copies: Actual Cost. Specialized documents shall include, but not be limited to, blue prints, and non-standard sized documents.

(4) Records delivered by email. No extra charge for providing documents by email.

(5) CD/DVD. Actual cost, not to exceed \$3.00 per disc.

(6) Flash Drive. Actual cost.

(7) Certification of a Record: \$5.00 per record (not per page). This certification fee does not include any necessary notarization fees.

(8) Facsimile/Microfiche/Other Media: Actual Cost.

(9) Postage. The actual cost of mailing.

(10) Redaction. No additional fee may be charged for the process of redaction.

(11) Photographing a record. No additional fee may be charged for the process of photographing a record.

(12) Conversion to Paper: If a public record is only maintained electronically or in other non-paper media, the Township shall charge the requester a fee for converting the document to paper. This fee shall be limited to the lesser of the fee for duplication on paper or for duplication in the native media as provided by §10.A.(2) above, unless the requester specifically requests for the public record to be duplicated in the more expensive medium.

B. **Waiver of Fees.** The Township may waive the fees for duplication of a public record, including, but not limited to, when: (1) the requester duplicates the public record; or (2) the Township deems it is in the public interest to do so.

C. **Other Fees/Limitations.** Except as otherwise provided by statute, no fees other than those listed in subsection a. above may be imposed upon the requester unless the Township necessarily incurs costs for complying with the record request, and such fees shall be reasonable. However, the Township recognizes it shall not impose a fee for its review of a record to determine whether the record is a public record subject to access under the Act.

D. **Prepayment.** Prior to granting a request for access in accordance with the Act, a requester shall prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100. In no event shall any public records or reports be released until requester first pays the Township all fees due and payable.