



RIGHT-TO-KNOW FEE STRUCTURE

Administration Center
31 South Penn Street
Allentown, PA 18102
484-765-4154

The District's Office of Open Records establishes the following fee structure in accordance with the law.

Record Type	Fee
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)	\$.25 per page
Certification of a Record:	\$1 per record
Postage Fees:	Actual Cost
Specialized documents : For example, but not limited to, blue prints, color copies, non-standard sized documents	Actual Cost
Facsimile/Microfiche/Other Media:	Actual Cost
Conversion to Paper:	If a record is only maintained electronically or in other non-paper media, duplication fees shall be 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.
Redaction Fee:	No Redaction Fee Will be Imposed