



ALLEGHENY-CLARION VALLEY SCHOOL DISTRICT

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Brenda G. Brinker, Superintendent

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Office of Open Records

Fee Structure

Section 1307 of the Right-To-Know law requires the Office of Open Records to establish a fee structure for Commonwealth Agencies and Local Agencies.

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

Fee Structure

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:	\$1.00 per record, not per page. Please note that certification fees do not include notarization fees.
Specialized documents: For example, but not limited to, blue prints, color copies, non-standard sized documents.	Actual Cost
Facsimile/Microfiche/Other Media:	Actual Cost
Postage Fees:	Fees for postage may not exceed the actual cost of mailing.

Prepayment: Prior to granting a request for access in accordance with this Act, an agency 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.