

Borough of Hop Bottom

20 Forest Street

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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. To promote uniformity among all agencies, the Office of Open Records encourages Judicial and Legislative agencies, which can set their own fees, to adopt the following fee structure. All agencies are advised that duplication fees can be waived.

The Hop Bottom Borough Council establishes the following fee structure in accordance with the law.

Fee Structure:

Record Type	Fee
Copies: (A "photocopy" is 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
Specialized documents	Actual cost
Facsimile/Microfiche/Other Media	Actual cost
Redaction fee	No redaction fee may be imposed.
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 requestor specifically requests for the record to be duplicated in the more expensive medium. (Sec.1307(e)).
Postage fees	\$0.50 up to 5 pages USPS. \$1.00 up to 10 pages USPS. For every 5 pages cost increases by \$0.50 USPS.