

OFFICIAL
TOWNSHIP OF LEET
RESOLUTION 2014-9

A RESOLUTION OF THE TOWNSHIP OF LEET, ALLEGHENY COUNTY, PENNSYLVANIA, SETTING A SCHEDULE
OF FEES RELATIVE TO THE OFFICE OF OPEN RECORDS RIGHT TO KNOW LAW

WHEREAS, the Township of Leet is a political subdivision properly formed under the laws of this Commonwealth of Pennsylvania; and

WHEREAS, the Township of Leet has elected to comply with Section 1307 of the Right to Know Law;

WHEREAS, the Township of Leet is required by said law to establish a fee schedule by Resolution;

THEREFORE, on this 9th day of June, 2014, the Township of Leet hereby establishes the following fee schedule:

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)	\$0.25 per page
Certification of a Record:	\$5.00 each record plus Notarization Fees
Specialized documents: (For example, but not limited to, blue prints, color copies, non-standard sized documents)	Actual Cost
Facsimile/Audio/Video/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 requester specifically requests for the record to be duplicated in the more expensive medium. (Sec. 1307(d)).

Postage Fees:

Actual Costs

Inspection of Redacted Records

\$0.25 per copy of redacted material in order for the requester to review the public record.

Statutory Fees

Actual cost imposed by agency providing copy.

***Requester is required to pay all fees prior to the release of the records.**

***Requester is required to prepay 50% of fees if the fees required to fulfill the request are expected to exceed \$100.00.**

Effective June 9th, 2014.

Attest:

Township of Leet

/s/Wayne Hyjek
Wayne Hyjek, Manager

/s/Gary L. Bradel
Gary L. Bradel, President