TOWNSHIP OF SILVER SPRING
Cumberland County, Pennsylvania

RESOLUTION 2008-17

A RESOLUTION OF THE TOWNSHIP OF SILVER SPRING, CUMBERLAND COUNTY, PENNSYLVANIA, ESTABLISHING FEES FOR THE PRODUCTION OF MUNICIPAL PUBLIC RECORDS IN ACCORDANCE WITH THE TOWNSHIP'S RIGHT-TO-KNOW POLICY ESTABLISHED THROUGH RESOLUTION 2008-16

WHEREAS, by Resolution 2008-16, the Township of Silver Spring (the "Township") adopted a policy in accordance with the Pennsylvania Right-to-Know Law to govern the production of its municipal public records; and

WHEREAS, Resolution 08-50 states that: "Prior to granting a request for access in accordance with the Right-to-Know Law, the Township may require the requester to prepay an estimate of the fees authorized by law if the fees required to fulfill the request are expected to exceed $100.00. The fees shall be established by the Commonwealth Office of Open Records and must be reasonable and based on prevailing fees for comparable duplication services provided by local business entities. Except as otherwise provided by statute, no other fees may be imposed unless the Township necessarily incurs the costs for complying with the request, and such fees must be reasonable. A schedule of fees shall be adopted by the Township by separate resolution." and

WHEREAS, the Commonwealth Office of Open Records has established a fee scheduled to be used by municipalities in setting fees for the production of municipal public records.

NOW THEREFORE, it is hereby resolved by the Board of Supervisors of the Township of Silver Spring, Cumberland County, Pennsylvania, as follows:

The fees for the production of municipal public records shall be:

Photocopy/Duplication - $.25 single side on 8.5" x 11" photocopy paper.

Certification of Record - $1.00 per record, not including notary fees, if applicable.

Specialized Documents (blue prints, color copies, non-standard sized documents) - actual cost of reproduction.

Facsimile/Microfiche/Other Media - actual cost of reproduction.

Conversion to Paper - The cost to convert an electronic record to paper 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 that the record be produced in the more expensive medium.

Postage Fees - actual cost.

Statutory Fees – If a separate statute authorizes the Township to charge a set amount for a certain type of record, the Township may charge no more than that statutory amount.

BE IT FURTHER RESOLVED, that in instances where this resolution is silent as to the fees to be charged by the Township for the production of municipal public records, then the policies and fees established by the Commonwealth Office of Open Records shall apply.

ADOPTED as Resolution 2008-17 this 10th day of December 2008.

ATTEST:

Sue Ellen Adams
Secretary

BOARD OF SUPERVISORS
TOWNSHIP OF SILVER SPRING

By: Jon H. Le Saus
Chairman