

**BOROUGH OF EAST PETERSBURG BOROUGH
LANCASTER COUNTY, PENNSYLVANIA
RESOLUTION NO. 631**

**RESOLUTION APPOINTING OPEN RECORDS OFFICER
AND ESTABLISHING FEE SCHEDULE UNDER RIGHT-TO-KNOW LAW**

WHEREAS, Governor Rendell signed Act 3 of 2008 into law on February 14, 2008 (“Act”), which Act established the new Right-To-Know Law in the Commonwealth of Pennsylvania; and

WHEREAS, the Act took effect for municipalities and local governmental agencies on January 1, 2009; and

WHEREAS, the Commonwealth’s Open Records Office has established guidelines for covered agencies to follow in setting fees under the new Act; and

WHEREAS, East Petersburg Borough (“Borough”) wishes to appoint its Open Records Officer under the Act and to establish its fees under the Act consistent with the Open Records Office’s guidelines.

NOW, THEREFORE, BE IS RESOLVED by the Borough Council of the Borough of East Petersburg, Lancaster County, Pennsylvania, in accordance with the Act that:

1. The Borough’s Administrative Assistant is appointed as the Borough’s Open Records Officer and assumes all of the duties and responsibilities of open records officer as established by Section 502 of the Act.

2. The Borough adopts the following fee schedule with regard to information requests under the Act:

Copies/Photocopies	-	\$0.25 per page
Certification of a Record	-	\$5.00 per record. The certification fee does not include notarization fees.
Specialized documents (includes, but is not limited to, blue prints, color copies, non-standard size docs.)	-	Actual cost
Facsimile/Microfiche/Other Media	-	Actual cost

Conversion to paper

- If the 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 media.

Postage Fees

- Actual cost of mailing

To the extent that the Open Records Office subsequently amends its guidelines for covered agencies accessing fees under the Act and such amendments are not consistent with the fee schedule adopted by the Borough, the Borough's fee schedule related to the Act shall automatically amend to be consistent with the Open Records Office's amended guidelines.

DULY ADOPTED this 3rd day of February 2009, by the Borough Council of the East Petersburg Borough, Lancaster County, Pennsylvania, in lawful session duly assembled.

Borough Council (Vice) President

Attest: Secretary

Mayor