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BOROUGH OF NEW HOLLAND & NEW HOLLAND POLICE DEPARTMENT
LANCASTER COUNTY, PENNSYLVANIA

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RIGHT TO KNOW LAW (RTKL) FEE SCHEDULE

(applicable on and after January 1, 2009)

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The Borough of New Holland (Borough) and the New Holland Police Department (NHPD) Open Records Officers (OROs) each establish the following fee structure in accordance with Borough's and NHPD's Open Records Policy.

Record Type

Fee

Copies:	25¢ per page per side <i>(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)</i>
Certification of a Record:	\$1 per record
Notary Fees:	\$5 per notarization
Specialized documents:	Actual Cost <i>(Specialized documents include for example, but not limited to, blueprints, color copies, nonstandard sized documents, etc.)</i>
Facsimile/Microfiche/Other Media:	Actual Cost
Redaction Fee:	No redaction fee may be imposed; however, the OROs may charge for copies they must make of the redacted material in order for the requester to view the public record. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee may be charged.
Conversion to Paper:	If a record is only maintained electronically or in other nonpaper media, duplication fees will 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.
Mailing & Postage Fees:	Actual Postage plus actual costs/expenses of mailing materials
Police Records:	Request directly from the NHPD. \$15 per police report or 25¢ per page per side, whichever is greater. Otherwise, the same fees that apply to Borough public records apply to NHPD public records.
Other Fees:	No other fees may be imposed unless the OROs necessarily incur costs for complying with a RTKL request, in which case the requester must pay the actual costs. No fee may be imposed for the Borough's, NHPD's, or their Solicitors' review of a record to determine whether the record is a public record. No fee may be charged for searching for or retrieval of documents . The OROs may not charge staff time or staff salary for complying with a RTKL request.
Payment & Prepayment:	The ORO may require a requester to prepay an estimate of the fees and costs to fulfill the request if such fees and costs are expected to exceed \$100. Once the request is fulfilled and prepared for release, the requester must pay all outstanding fees and costs of fulfilling the RTKL request prior to the ORO having to release the records to the requester.