

TOWNSHIP OF BALDWIN:

Fees for duplication of public records:

<u>Record Type</u>	<u>Fee</u>
<p>Photocopies and Facsimiles: (A “photocopy” is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8”x11” page. Faxes shall also include any long distance phone charges)</p>	<p>.25 per page</p>
<p>Certification of a Record: (this does not apply to a request for a no-lien letter/certification, which is subject to the Treasurer’s/Tax collector’s customary fees)</p>	<p>\$5.00 per record request</p>
<p><u>Record Type</u></p>	
<p>Specialized documents: (for example, but not limited to, blue prints, color copies, non-standard sized documents)</p>	<p>Actual Cost incurred by Township</p>
<p>Facsimile/Microfiche/Other Media:</p>	<p>Actual Cost incurred by Township</p>
<p>Post Fees:</p>	<p>Actual Cost incurred by Township</p>
<p>Prepayment of Open Records Request:</p>	<p>In the event the estimated cost of fulfilling a request submitted under the Right-to-Know law is expected to exceed \$100, 50% of the estimated total cost is to be received in advance of fulfilling said request.</p>
<p>Collection of Fees:</p>	<p>The total cost for the duplication of records shall be obtained prior to releasing the records.</p>
<p>Statutory Fees:</p>	<p>Should a separate statute authorize the Township to charge a pre-set amount for a certain type(s) of records, the Township may charge the maximum amount permitted by such statute.</p>