



# RIGHT-TO-KNOW REQUEST FORM

Date Requested: \_\_\_\_\_

Request submitted via  E-mail  U.S. mail  Fax  In-person

Name of requester \_\_\_\_\_

Street address \_\_\_\_\_

City / County / State (all required) \_\_\_\_\_

Telephone (optional) ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

### Records being requested

Please provide as much specific detail as possible so the agency can identify the information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you want copies?  YES  NO

Do you want to inspect the records?  YES  NO

Do you want certified copies of records?  YES  NO

Open Records Officer: Baden Academy Charter School  
1016 State Street  
Baden, PA 15005  
Fax: (724) 869-4269  
E-Mail: [baden.academyinfo@badenacademy.org](mailto:baden.academyinfo@badenacademy.org)

Date received by Baden Academy: \_\_\_\_\_

Five business-day response due: \_\_\_\_\_

\* If the requester wishes to pursue the relief and remedies provided for in the Right-to-Know Law, the request must be in writing (Section 702). Written requests need not include an explanation as to why information is sought or the intended use of the information unless otherwise required by law (Section 703).



## RIGHT-TO-KNOW FEE STRUCTURE

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The Right-to-Know Law requires the establishment of a fee structure. Baden Academy Charter School (referred to as “BACS” or “the Charter School”) has established the following fee structure in accordance with the Law and has derived this structure upon review of the Open Records Office’s Recommended Structure. The Law requires that the Office of Open Records review the fee structure biannually. Any updates will be posted by BACS.

### Record type and corresponding fee structure

| Record Type  | Fee   |
|--|---|
| <b>Copies</b><br>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.  |
| <b>Certification of a record</b>   | \$1.00 per record. Please note that certification fees do not include notarization fees.  |
| <b>Specialized documents</b><br>For example, but not limited to, blue prints, color copies, non-standard sized documents.                    | Actual cost to the School.  |
| <b>Facsimile/microfiche/other media</b>  | Actual cost to the School.  |
| <b>Conversion to paper</b>   | 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(e)). |
| <b>Postage fees</b>  | Fees for postage may not exceed the actual cost of mailing to the School.   |
| <b>Other allowable fees</b>  | Actual cost to the School.  |

## **Other stipulations of the Right-to-Know fee structure:**

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**Statutory fees:** If a separate statute authorizes BACS to charge a set amount for a certain type of record, the Charter School may charge no more than that statutory amount.

**Inspection of redacted records:** If a Requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, BACS shall redact the non-public information. BACS may not charge the Requester for the redaction, but may charge for the copies it must make of the redacted material in order for the Requester to view the public record. The fee structure outlined above will apply. If, after inspecting the records, the Requester chooses to obtain the copies, no additional fee may be charged.

**Enhanced electronic access:** If BACS offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a Requester, the Charter School may establish user fees specifically for the *provision* of the enhanced electronic access, but only to the extent that the enhanced electronic access is in addition to making the records accessible for inspection and duplication by a Requester as required by the Right-to-Know Law. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access, or any other reasonable method and any combination thereof. The user fees for enhanced electronic access must be reasonable, must be pre-approved by the Office of Open Records and shall not be established with the intent or effect of excluding persons from access to records or duplicates thereof or of creating profit for the agency. Any request is to be submitted to the Office of Open Records, 400 North Street, Harrisburg, PA 17120.

**Fee Limitations:** Except as otherwise provided by statute, the law states that **no other fees may be imposed** unless BACS necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for a review of a record to determine whether the record is a Public Record, legislative record or financial record subject to access. No fee may be charged for searching for or retrieval of documents. The Charter School may not charge staff time or salary for complying with a Right-to-Know request.

**Prepayment:** Prior to granting a request for access, the Charter School may require a Requester to *prepay* an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100. Once the request is fulfilled and prepared for release, the Office of Open Records recommends that the Charter School obtain the cost of the records prior to releasing the records. This recommendation is designed to avoid situations in which the Charter School provides the records and the Requester fails to submit payment.

DRAFT

RTK Policy  
August 2017

Latsha Davis & McKenna, P.C.  
Attorney Client Privilege