



FRANKLIN CO. CONSERVATION DISTRICT

185 FRANKLIN FARM LANE - CHAMBERSBURG, PA 17202

PHONE: 717-264-5499

APPENDIX B

RIGHT-TO-KNOW FEE SCHEDULE

The Pennsylvania Office of Open Records established the following fee structure in accordance with Section 1307 of the Right-To-Know Law. This fee structure was adopted by the Franklin County Conservation District Board of Directors on May 11, 2015. **Once the request is fulfilled and prepared for release, the Franklin County Conservation District's Open Records Officer shall obtain the cost of the records prior to releasing the records.** The District will provide a written receipt.

Record Type	Fee	Notes
Copies	25¢ per page	Single-sided copy or one side of a double-sided copy of a standard 8.5" x 11" page.
Certification of a Record	\$1 per record	Per record, not per page; certification fees do not include notarization fees.
Specialized Documents	Actual Cost	For example, but not limited to, blue prints, color copies, non-standard sized documents.
FAX/Microfiche/Other Media	Actual Cost	
Conversion to Paper	See Note	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 requestor specifically requests for the record to be duplicated in the more expensive medium.
Postage Fee	Actual Cost	