

**RESOLUTION
NO. 2809**

WHEREAS, the City of Warren, in the conduct of its business as a Local Agency of the Commonwealth of Pennsylvania, is required to comply with the Right-to-Know Law, Act 3 of 2008; and

WHEREAS, the City wishes to establish a policy for the submission of Right-to-Know Requests; and

WHEREAS, the City wishes to establish applicable fees regarding Right-to-Know Requests.

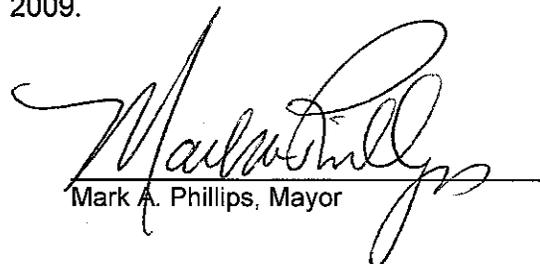
NOW, THEREFORE, be it resolved by the City of Warren that Right-to-Know requests shall be submitted to the City's Right-to-Know Officer in writing via mail, fax, e-mail, or in person on the standard Right-to-Know request form as established and made available by the Pennsylvania Office of Open Records; and

BE IT FURTHER RESOLVED, that individuals who are unable to present a request in writing may verbally submit their request in person to the Right-to-Know Officer, however, under the terms of the Right-to-Know Law, if the requestor wishes to pursue the relief and remedies provided for in the Law, the request for access to records must be in writing; and

BE IT FURTHER RESOLVED, that fees pertaining to Right-to-Know requests shall be established as follows and as may be amended from time to time:

<u>RECORD TYPE:</u>	<u>FEE:</u>
Copies	\$0.25 Per Printed Page (A page being one side of a sheet of paper)
Certification of a Record	\$5.00 Per Record
Specialized Documents (blue prints, color copies, etc.)	Actual Cost
Facsimile/ Microfiche/Other Media	Actual Cost
Conversion to Paper	If a record is 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 actual cost for duplication in the original media unless the requester specifically requests that the record be duplicated in the more expensive medium.
Postage Fees	Actual Cost of Mailing
Inspection of Redacted Records	\$0.25 per printed page necessary for the Requestor to view the public record (A page being one side of a sheet of paper)
Prepayment	Required when the fees are estimated to be in excess of \$100.00

ADOPTED this 20th day of July, 2009.


Mark A. Phillips, Mayor

ATTEST:


James C. Nelles, City Manager