# **POSSUM VALLEY MUNICIPAL AUTHORITY**

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Possum Valley Right to Know Fee Structure

In accordance with the Pennsylvania Right to Know Law, the [Possum](http://openrecords.state.pa.us/portal/server.pt/community/open_records/4434) Valley Municipal Authority has established a [fee schedule](http://openrecords.state.pa.us/portal/server.pt/community/open_records/4434/fees/481854) for “duplication by photocopying, printing from electronic media or microfilm, copying onto electronic media, transmission by facsimile or other electronic means and other means of duplication.”    
   
***The Possum Valley Municipal Authority’s Right to Know policy establishes the following items regarding fees:***

1. All applicable fees shall be paid in order to receive access to the requested record.
2. Postage fees may not exceed the actual cost of mailing.
3. Basic duplicating fees: $0.25 per page
4. Fees for specialized documents (including, but not limited to, blue prints, color copies, non-standard sized documents) may not exceed the actual cost.
5. Fees for certified copies: $1.00 per record

F. Conversion to Paper: If the record is not available on paper the fee shall be the lesser of electronic duplication or what the equivalent duplication fee would have been had the record been on paper.

G. The Authority may waive applicable fees when:

     1. The requester duplicates the record; or

     2. The Authority determines it is in the public interest to do so.

H. Any other fees charged by the Authority must be:

     1. Permitted by law or statute;

     2. Based on actual cost incurred by the Authority; and

     3. Reasonable.

I. Prior to the Authority granting a request for access under the Right to Know Law, the requester shall prepay an estimate of the authorized fees if the fees required to fulfill the request are expected to exceed one hundred dollars ($100.00).