

Open Records Officer: Perri Shanaman
Richland Borough
5 Pine Street, Richland, PA 17087
Telephone: 717-866-5601; Fax: 717-866-9418
Email: richlandborough@comcast.net

Alternate Records Officer: Dennis Seldomridge
Hours: Mon-Fri 9AM-12 Noon, unless posted otherwise

Fee Structure

Record Type	Fee
Copies: <i>(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)</i>	25 cents per page
Certification of a Record:	\$1 per record , not per page. Please note that Certification fees do not include notarization fees.
Specialization documents: For example, But not limited to, blue prints, color Copies, non-standard sized documents	Actual Cost
Facsimilie/Microfiche/Other Media:	No Redaction Fee May be Imposed
Conversion to Paper:	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. 1307e)).
Postage Fees:	See attached
Prepayment	The Borough shall require prepayment if the total fees are estimated to exceed \$100.00