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Section 1307 of the Right-To-Know law requires the Office of Open Records to establish a fee structure for Commonwealth Agencies and Local Agencies. The Lehigh Valley Planning Commission establishes the following fee structure in accordance with the Right-to-Know Law and Pennsylvania Office of Open Records.

RIGHT-TO-KNOW REQUESTS – FEE STRUCTURE	
RECORD TYPE	FEE
Copies (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)	25 cents per page
Certification of a Record	\$1 per record (not per page); certification fees do not include notarization fee
Notarization of Record	Actual Cost
Specialized documents (For example, but not limited to, blue prints, color copies, non-standard sized documents)	Actual Cost
Facsimile/Microfiche/Other Media	Actual Cost
Redaction Fee	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. (Sect. 1307(e)).
Postage Fees	Actual Cost
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, the agency shall redact the non-public information. An agency may not charge the requester for the redaction. However, the Agency 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.
Fee Limitations	Except as otherwise provided by statute, the law states that no other fees may be imposed unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency's review of a record to determine whether the record is a public record, legislative record or financial record subject to access in accordance with this Act. No fee may be charged for searching for or retrieval of documents. An agency may not charge staff time or salary for complying with a Right-To-Know request.

RIGHT-TO-KNOW REQUESTS – FEE STRUCTURE	
RECORD TYPE	FEE
Prepayment	<p>Prior to granting a request for access in accordance with this Act, an agency 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.</p> <p>Further, after the request is fulfilled and prepared for release, the Office of Open Records recommends that the agency obtain the cost of the records prior to releasing the records. This recommendation is designed to avoid situations in which the agency provides the records and the requester fails to submit payment.</p>
Deposits	<p>In the case where it is not possible for the LVPC to duplicate the record, if the record is to be removed from the LVPC office for the purpose of duplication then a deposit of \$100 shall be required by the requestor. Upon return of the record and verification that the entire contents are present and in satisfactory condition the deposit shall be returned in full to the requestor.</p>
Enhanced Electronic Access	<p>If an agency offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a requester, the agency 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 this Act. 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. Please submit any request to the Office of Open Records, 400 North Street, Harrisburg, PA. 17120.</p>
Statutory Fees	<p>If a separate statute authorizes an agency to charge a set amount for a certain type of record, the agency may charge no more than that statutory amount. For example, a Recorder of Deeds may charge a copy fee of 50 cents per uncertified page and \$1.50 per certified page under 42 P.S. § 21051. Police departments have the authority to charge up to \$15 per report for providing a copy of a vehicle accident report. 75 Pa.C.S. §3751 (b)(2). Philadelphia police may charge up to \$25 per copy. Id. at (b)(3). State police are authorized to charge “\$5 for each copy of the Pennsylvania State Police full report of investigation.” 75 Pa.C.S. §1956(b).</p>