



## OFFICIAL RTKL FEE SCHEDULE

Section 1307 of the Right-To-Know Law (RTKL) requires the Office of Open Records (OOR) to establish a fee schedule for Commonwealth agencies and local agencies. The RTKL requires the OOR to review the fee schedule biannually.

*The OOR adopted this Official RTKL Fee Schedule on Dec. 30, 2024.*

<b>Record Type / Delivery Method</b>	<b>Fee</b>
Black & White Copies (first 1,000)	Up to \$0.25 per copy. (1)
Black & White Copies (beyond 1,000)	Up to \$0.20 per copy. (1)
Color Copies	Up to \$0.50 per copy. (2)
Specialized Documents (3)	Up to actual cost.
Records Delivered via Email or Other Electronic Method	No additional fee may be imposed. (4)
CD / DVD	Up to actual cost, not to exceed \$1.00 per disc.
Flash Drive	Up to actual cost.
Facsimile	Up to actual cost. (5)
Other Media	Up to actual cost.
Redaction	No additional fee may be imposed. (6)
Conversion to Paper	Up to \$0.25 per page. (7)
Photographing a Record	No additional fee may be imposed. (8)
Postage	Up to actual cost of USPS first-class postage.
Certification	Up to \$5.00 per record. (9)