

Blair County Conservation District



**pennsylvania**  
OFFICE OF OPEN RECORDS

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:**

**REQUEST SUBMITTED BY:**      E-MAIL      U.S. MAIL      FAX      IN-PERSON

**NAME OF REQUESTOR :** \_\_\_\_\_

**STREET ADDRESS :** \_\_\_\_\_

**CITY/STATE/COUNTY (Required):** \_\_\_\_\_

**TELEPHONE (Optional):** \_\_\_\_\_

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the agency can identify the information.*

**DO YOU WANT COPIES?** YES or NO

**DO YOU WANT TO INSPECT THE RECORDS?** YES or NO

**DO YOU WANT CERTIFIED COPIES OF RECORDS?** YES or NO

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**RIGHT TO KNOW OFFICER:**

**DATE RECEIVED BY THE AGENCY:**

**AGENCY FIVE (5)-DAY RESPONSE DUE:**

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

## Appendix B

### Right to Know Law Record Request Schedule of Fees

The following is a listing of the fees to be imposed for duplication of records by the Blair County Conservation District:

Copies: Single-sided or one side of double-sided, b/w copy – up to 11”x 17”	\$0.25 per page
Certification of Record:	\$1 per record, not per page Does not include Notarization
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 Fee
Conversion to Paper:	Lesser of the fee for duplication on paper or the fee for duplications in the original media unless specifically requested in the more expensive medium.
Postage Fees:	Actual Cost of the Mailing
Statutory Fees:	None
Inspection of Redacted Records:	Limited to the charge for the copies that must be made to make the redaction in order for the record to be viewed by the requestor. Fees above will apply. No additional fee if requester chooses to retain the copies.
Enhanced Electronic Access:	None

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 comply whit the RTK request.