



LONGSWAMP TOWNSHIP
BERKS COUNTY
 1112 STATE ST
 MERTZTOWN, PENNSYLVANIA 19539

RECORDS OFFICER USE
DATE RECEIVED _____
EXPIRATION DATE _____

OFFICE HOURS DAILY----- MONDAY THRU FRIDAY 9:00 A.M. TO 4:00 P.M-----PHONE 610 682-7388
 FAX 610 682-9067

**RIGHT TO KNOW REQUEST OF INSPECTION AND/OR REPRODUCTION OF
 PUBLIC RECORDS**

(Please print or type)

1.	REQUESTOR NAME
2.	REQUESTOR ADDRESS
	CITY STATE ZIP CODE
3.	TELEPHONE
4.	INFORMATION REQUEST: Provide a detailed description of the public record requested. Be specific as possible.
DO YOU WISH TO INSPECT THE RECORD?	<input type="checkbox"/> YES <input type="checkbox"/> NO
*DO YOU WANT COPIES MADE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DO YOU WANT CERTIFIED COPIES OF THE RECORD?	<input type="checkbox"/> YES <input type="checkbox"/> NO
*A deposit for the fee equal to the cost of reproduction will be required, if the document requested is a specialized document and cannot be reproduced on the Township copier. See opposite side for fee structure.	

 DATE

 REQUESTOR SIGNATURE

**Fee Structure

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. To promote uniformity among all agencies, the Office of Open Records encourages Judicial and Legislative agencies, which can set their own fees, to adopt the following fee structure. All agencies are advised that duplication fees can be waived.

The Office of Open Records establishes the following fee structure in accordance with the law. The Law requires that the Office of Open Records review the fee structure biannually. The Office will review the fee structure in June of 2009. Any updates will be placed on our website by June 30, 2009.

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)	Between .10 per page to a maximum .25 per page.
Certification of a Record	\$5 per record, not per page. Please note that certification fees do not include notarization fees
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. (Sec. 1307(e)).
Postage Fees:	Fees for Postage May Not Exceed the Actual Cost of Mailing

**Due to space limitations only a portion of the fee schedule is displayed. A complete review of the Open Records Fee Structure may be found at the website <http://openrecords.state.pa.us> or a copy is available at the Township office.