

# Atglen Borough Duplication Fee Structure

## Record Type

## Fee

### **Photocopies:**

(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 (\$0.25) per page**

### **Certified Copies**

**\$5.00 per record. The certification fee does not include notarization fees.**

### **Specialized documents:**

Includes but is not limited to, blue prints, color copies, non-standard sized documents.

**Actual Cost**

### **Facsimile/Microfiche/Other Media**

**Actual Cost**

### **Conversion to Paper**

If a record is only maintained electronically or in other non-paper media, duplication 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.

### **Postage Fees**

**Actual Cost of Mailing**