

OFFICE OF THE CORONER OF FRANKLIN COUNTY, PENNSYLVANIA

FEES FOR PUBLIC RECORDS REQUESTS

The Office of the Coroner of Franklin County, Pennsylvania, will not charge a fee for the Open Records Officer's review of a record to determine if the requested record is a public record subject to access under law, internal policy, and administrative regulations.

The Open Records Officer will ensure that the Coroner's Office establishes, maintains, and disseminates a current list of reasonable fees that requesters must pay in order to receive access to a requested record.

The Office of the Coroner's established list of reasonable fees applicable to records requests will comply with the following restrictions:

1. **Postage** — fees will not exceed the actual mailing cost.
2. **Duplication** — fees for photography, printing from electronic media or microfilm, copying onto electronic media, transmission by facsimile or other electronic means, and other methods of duplication.

Duplication fees will be established and reviewed biannually by the Office of Open Records.

Duplication fees will be charged for a request by an individual employed by or connected with a newspaper or magazine of general circulation, weekly publication, press association, or radio or television station when the purpose of the request is obtaining information for publication or broadcast, and for a request by a non-profit organization for the conduct of educational research.

3. **Complex and Extensive Data Sets** — Fees for copying based on the reasonable market value of the same or closely related data sets and include geographic information systems or integrated property assessment lists.

These fees do not apply to a request by an individual employed by or connected with a newspaper or magazine of general circulation, weekly publication, press association, or radio or television station when the purpose of the request is obtaining information for publication or broadcast, and for a request by a nonprofit organization for the conduct of educational research.

4. **Certification** — fees for official certification of copies if the certification is for the purpose of legally verifying a public record and is requested by the requester.
5. **Conversion to Paper** — duplication fees for a record maintained only electronically or in other non-paper media will be limited to the lesser of the fee

for duplication on paper or duplication in the original media, unless the requester specifically requests that the record be duplicated in the more expensive medium.

6. **Enhanced Electronic Access** — if the Coroner’s Office offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by the requester as required under the Right-to-Know Law, fees for providing enhanced electronic access will only be charged to the extent that the enhanced electronic access is in addition to making the records accessible through non-enhanced electronic means for inspection and duplication by a requester.

These fees may be a flat-rate fee, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access, any other reasonable method, or a combination of these.

These fees must be reasonable, may not be established with the intent or effect of excluding individuals from access to records or their duplicates or of creating a profit for the Coroner’s Office; and must be approved by the Office of Open Records.

7. **Fees Authorized by Law** – fees for copying public records shall be governed by the Pennsylvania Open Records Law and/or by any other applicable law or regulation. The Office of the Coroner may charge the maximum fee for duplication of records permitted by Pennsylvania law. Where fees for duplication are authorized by separate and distinct statutory or regulatory provisions, the Office of the Coroner may charge the maximum fee authorized by law.

Prepayment - prior to granting a request for access, the requester must pre-pay an estimate of the authorized fee(s) if the fee(s) required to fulfill the request are expected to exceed \$100. A check, certified check or money order must be made payable to “Office of the Coroner of Franklin County, Pennsylvania” in the total amount of the fee.

Except as provided by law, no other fees may be imposed unless the Coroner’s Office necessarily incurs costs for complying with a request for a public record, and then such fees must be reasonable.