



Fee Structure

Record Type	Fee
<p>Copies: (A “photocopy” is either a singlesided copy or one side of a doublesided black-and-white copy of a standard 8.5” x 11” page)</p>	.25 per page
<p>Certification of a Record:</p>	\$1 per record, not per page. Please note that certification fees do not include notarization fees.
<p>Specialized documents: For example, but not limited to, blue prints, color copies, non-standard sized documents</p>	Actual Cost
<p>Facsimile/Microfiche/Other Media:</p>	Actual Cost
<p>Conversion to Paper:</p>	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)).
<p>Postage Fees:</p>	Postage Fees will not exceed the actual cost of mailing
<p>Hourly Rates: For the preparation, compilation, and copying (paper) of records and documents</p>	\$28.00 an hour
<p>For the preparation, compilation and copying of files to an electronic format</p>	\$42.00 an hour

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Please also be advised:

All fees will be reviewed periodically by the Administrative Director to ensure they comply with the current costs of copying and the current hourly rate for personnel assigned to copy and media tasks as well as the fees for duplication established by the Office of Open Records pursuant to 65 P.S. Sec. 67.1307.

Parties requesting copies will be invoiced by Middle Bucks Institute of Technology for the charges incurred in copying based on requests that are compliant with Board Policies or applicable law. Fees over one hundred dollars (\$100.00) must be prepaid before media or copy requests will begin. For all other fees, the requestor is expected to make payment at the time of delivery of the copies.

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