LAWRENCE PARK TOWNSHIP
ERIE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2026-32

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LAWRENCE PARK TOWNSHIP AFFIRMING THE TOWNSHIP'S RIGHT-TO-KNOW LAW POLICY AND ADOPTING THE OFFICE OF OPEN RECORDS OFFICIAL RTKL FEE SCHEDULE

WHEREAS, the Pennsylvania Right-to-Know Law, Act of February 14, 2008, P.L. 6, No. 3, 65 P.S. § 67.101 et seq. (the "RTKL"), requires each agency to adopt policies and procedures governing requests for public records; and

WHEREAS, Section 1307(b) of the RTKL, 65 P.S. § 67.1307(b), authorizes the Office of Open Records ("OOR") to establish duplication fees for records provided by Commonwealth and local agencies, and the OOR has adopted an Official RTKL Fee Schedule, most recently updated December 30, 2022; and

WHEREAS, Lawrence Park Township (the "Township") adopted a Right-to-Know Law policy, effective August 14, 2025, which requires requesters to submit requests using the Township's designated request form and provides that the Township follows the OOR Official RTKL Fee Schedule; and

WHEREAS, the Board of Commissioners desires to affirm said policy and to formally adopt the OOR Official RTKL Fee Schedule as the fee schedule of the Township.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Lawrence Park Township, Erie County, Pennsylvania, as follows:

Section 1. The Board of Commissioners hereby ratifies and affirms the Township's Right-to-Know Law policy effective August 14, 2025.

Section 2. All requests for public records shall be submitted to the Township's Open Records Officer using the Township's designated Right-to-Know Law request form, or the OOR's Standard Right-to-Know Request Form, which the Township shall accept as required by Section 703 of the RTKL, 65 P.S. § 67.703.

Section 3. The Township hereby adopts the OOR Official RTKL Fee Schedule, attached hereto as Exhibit "A" and incorporated herein, as the fee schedule for responding to requests for public records. Should the OOR amend its Official RTKL Fee Schedule, the amended schedule shall apply to the Township without further action of the Board, and in no event shall the Township charge fees in excess of those permitted by the RTKL and the OOR.

Section 4. Consistent with Section 1307(h) of the RTKL, 65 P.S. § 67.1307(h), the Township may require prepayment of fees prior to granting access to records when the estimated fees for a request exceed $100.00.

Section 5. This Resolution shall be effective immediately upon adoption.

RESOLVED AND ADOPTED by the Board of Commissioners of Lawrence Park Township, Erie County, Pennsylvania, at a duly advertised public meeting held this 14th day of October, 2026.

ATTEST:

Spencer Cadden
Township Manager/Secretary

LAWRENCE PARK TOWNSHIP
BOARD OF COMMISSIONERS

Charles Lewis
President, Board of Commissioners

EXHIBIT "A"
Office of Open Records Official RTKL Fee Schedule
(Adopted by the OOR December 30, 2022)

Item	Maximum Fee
Black-and-white copies (first 1,000 copies)[1]	Up to $0.25 per copy
Black-and-white copies (beyond 1,000 copies)[1]	Up to $0.20 per copy
Color copies[2]	Up to $0.50 per copy
Specialized documents (e.g., non-standard sizes, blueprints)	Up to actual cost
Records delivered via email or other electronic method[3]	No additional fee
CD / DVD	Up to actual cost, not to exceed $1.00 per disc
Flash drive	Up to actual cost
Facsimile[4]	Up to actual cost
Other media	Up to actual cost
Redaction[5]	No additional fee
Conversion to paper[6]	Up to $0.25 per page
Photographing a record (requester's own device)[7]	No additional fee
Postage	Up to actual cost of USPS first-class postage
Certification of a record[8]	Up to $5.00 per record

[1] A "copy" is one side of a page, on 8.5" x 11" or 8.5" x 14" paper.

[2] A requester may request black-and-white copies of a color record.

[3] If a record must be printed to be redacted, the agency may print, redact, and scan the record and charge the applicable copy fee.

[4] If a record must be printed to be sent by facsimile, the black-and-white copy fee may apply.

[5] If a record must be copied or printed to be securely redacted, the applicable copy fee may apply.

[6] Applies where a record exists only in electronic or other non-paper media; limited to the lesser of the paper duplication fee or the fee for the original media, unless the requester specifically asks for the more expensive medium.

[7] If a record must be copied in order to be redacted before photographing, the applicable copy fee may apply.

[8] Applies only to certifications requested by the requester to legally verify a record; does not include notarization fees.

Source: Pennsylvania Office of Open Records, Official RTKL Fee Schedule, https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm