

**BOROUGH OF MARIETTA
RESOLUTION 04-09**

**RESOLUTION APPOINTING OPEN RECORDS OFFICER
AND ESTABLISHING FEE SCHEDULE UNDER RIGHT-TO-KNOW LAW**

WHEREAS, Governor Rendell signed Act 3 of 2008 into law on February 14, 2008 (“Act”), which Act established the new Right-To-Know Law in the Commonwealth of Pennsylvania; and

WHEREAS, the Act took effect for municipalities and local governmental agencies on January 1, 2009; and

WHEREAS, the Commonwealth’s Open Records Office has established guidelines for covered agencies to follow in setting fees under the new Act;

WHEREAS, the Borough of Marietta (“Borough”) wishes to appoint its Open Records Officer under the Act and to establish its fees under the Act.

NOW, THEREFORE, BE IS RESOLVED by the Borough Council of the Borough of Marietta, Lancaster County, Pennsylvania, in accordance with the Act that:

1. The Borough Secretary is appointed as the Borough’s Open Records Officer and assumes all of the duties and responsibilities of open records officer as established by Section 502 of the Act.
2. The Borough adopts the following fee schedule with regard to information requests under the Act:

| | | |
|--|---|---|
| Copies/Photocopies | - | \$0.25 per page |
| Certification of a Record | - | \$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 size docs.) | - | Actual cost |
| Facsimile/Microfiche/Other Media | - | Actual cost |
| Conversion to paper | - | If the 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 media. |
| Postage Fees | - | Actual cost of mailing |

ENACTED AND RESOLVED this 13th day of January 2009.

Attest:

Marietta Borough Council

Borough Secretary/Treasurer

Miriam N. Fletcher, President

SEAL

Council members: Darrell W. Clark, Vice-President
Kasey Barninger
Peggy A. Brewer
Everett E. Nagel
John L. Rice
Barbara S. Wilson
Oliver C. Overlander, II, Mayor