



BERKS COUNTY
CONSERVATION DISTRICT

Conserving Natural Resources for Our Future

Standard Right-to-Know Request Law Request Form

Date of Request: _____ Submitted via: Email ☐ U.S. Mail ☐ In-Person ☐

Person Making Request: _____

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____

Records Requested: Be clear and concise. Provide as much specific detail as possible. Right-to-Know Law (RTKL) requests that you seek records, not ask questions. Requestors are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.

Do you want copies?

- ☐ Yes, electronic copies are preferred, if available. ☐ Yes, printed copies are preferred.
☐ No, in-person inspection of records are preferred (may request copies later).

RTKL requests may require payment or prepayment of fees.

Please notify me if fees associated with this request will be more than ☐ \$100 (or) ☐ \$250

ITEMS BELOW THE LINE FOR AGENCY USE ONLY

Date Received: _____ Response Due (5 business days): _____ 30-day extension: ☐ yes ☐ no

If yes, what is the final due date: _____ Actual Response Date: _____

Response Provided: _____

The request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requestor: _____





Right-to-Know Record Request Schedule of Fees

The following fees shall be applicable to requests for access to public records:

Record Type	Fee
Photocopies A "photocopy" is either a single-sided copy or one side of a standard 8 ½ x 11 page.	.25 Per Page
Specialized Documents For example, but not limited to, blue prints, color copies, non-standard sized documents.	\$20.00 Off Site Copy Fee Plus Actual Cost of Copying
Fax, Microfiche, Other Medial	Actual Cost
Redaction Fee	No Redaction Fee May Be Imposed. However, Copy Fees May Apply For Copies That Must Be Made After Information Is Redacted.
Conversion to Paper	Fees For "Copies", "Specialized Documents", "Fax, Microfiche Other Media" Will Apply Accordingly.
Postage Fees	Actual Cost
Certification of a Record	\$5.00 (Five Dollars) Per Record To Certify A Public Record, Additional Fees May Apply. (I.E. Notarization Fees)
Statutory Fees	If A Separate Statue Authorizes An Agency To Charge A Set Amount For A Certain Type Of Record, Fees Charged Will Be The Actual Cost.
Inspection of Records	A Fee Will Not Be Charged To Inspect The Records; However, If Copies Are Needed The Applicable Fees Will Be Charged.
Additional Fees	Additional Fees Will Not Be Charged Unless The BCCD Necessarily Incurs Fees For Complying With The Request.

