Enhanced Electronic Access Fee Request

The Right-to-Know Law ("RTKL") permits agencies to offer enhanced electronic access for records in addition to making records available to the public through other means. Pursuant to Section 1307(e) of the RTKL, the Office of Open Records ("OOR") must approve any user fees established for enhanced electronic access. After receiving approval from the OOR, an agency may charge a fee for the use of its enhanced electronic access system. Agencies seeking approval of fees for enhanced electronic access should complete this form and submit it to the OOR. More information is available at the OOR website.

Agency Information

Agency: _____

Contact: _____

Agency Street Address: _____

City: _____ State: _____ Zip: _____

Agency Phone: _____

Email: _____

About the Proposed Enhanced Electronic Access Fee

Which of the following best describes the proposed user fee? Check all that apply:
- ☐ Flat rate
- ☐ Per transaction
- ☐ Subscription for a specified period of time
- ☐ Cumulative time of system access
- ☐ Other (Describe here: _____)

Amount of proposed fee: _____

Please check all of the following that apply:
- ☐ The records made available through enhanced electronic access supplements and does not replace access under the RTKL.
- ☐ The enhanced electronic access fee is not intended to exclude, or effectually exclude, persons from accessing records under the RTKL.
- ☐ The agency has not established an enhanced electronic access fee with the intent of creating a profit for the agency.

NOTE: A completed Enhanced Electronic Access Fee Request form is a record under the RTKL.   Form updated January 9, 2019

Describe the records available via enhanced electronic access (attach additional pages if necessary):

_____

_____

_____

_____

_____

Justification for the proposed user fee (attach additional pages if necessary):

_____

_____

_____

_____

_____

_____

_____

Agency Signature

I hereby make the preceding statements subject to the penalties set forth in 18 Pa. C.S. § 4904, relating to unsworn falsifications to authorities.

_____

Authorized Agency Signature
(Signature Required)

Date: _____

Submit completed form to:

Office of Open Records
333 Market Street, 16th Floor
Harrisburg, PA 17101-2234
Fax: (717) 425-5343
Email: openrecords@pa.gov