**Sample RTKL Response: Request Granted (Fees Involved)**

**[Agency logo / letterhead]**

**Right-To-Know Response**

Date

Requester’s Name

Address [***Note: Responses may be sent by email***]

City, State & Zip Code

Dear [***Requester***]:

Thank you for writing to [***Agency***] to request records pursuant to Pennsylvania’s Right-to-Know Law (“RTKL”), 65 P.S. §§ 67.101 *et seq*.

On [***date request received by agency***], you requested [***description of records requested, or simply restate the request***]. Your request is granted.

Pursuant to the Official RTKL Fee Schedule published by the Office of Open Records, available at <https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm>, there is a fee associated with this request.[[1]](#footnote-1) The fee is [***amount here***] for [***list reasons for the fee here, such as photocopying records or postage costs***]. The requested records will be provided upon receipt of the fee.

If you have additional questions, please contact [***Agency Open Records Officer***].

Respectfully,

[***Signature***]

[***Agency Open Records Officer’s name***]

[***Contact information***]

1. Under Section 901 of the RTKL, “[a]ll applicable fees shall be paid in order to receive access to the record[s] requested.” 65 P.S. § 67.901. Section 1307 of the RTKL provides that the OOR has the authority to establish “fees for duplication by photocopying, printing from electronic media or microfilm, copying onto electronic media, transmission by facsimile or other electronic means.” 65 P.S. § 67.1307(b)(1)(i). [↑](#footnote-ref-1)