



## ENHANCED ELECTRONIC ACCESS FEE REQUEST

**NOTE:** The Office of Open Records (“OOR”) offers this form to agencies seeking approval to impose user fees for enhanced electronic access (“EEA”). Section 1307(e) of the RTKL permits an agency to offer EEA for records in addition to making records available to the public through other means, *e.g.*, paper copies, etc. An agency may charge a user fee for the use of its EEA system, subject to the approval of the OOR.

### 1. Agency Contact Information:

Agency Name: \_\_\_\_\_

Agency Point of Contact: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### 2. Justification for EEA Fee

a. Describe the Records Available through EEA system (attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Describe the User Fee for EEA (check all that apply):

- Flat rate;
- Subscription for a period of time;
- Per-transaction fee;
- Cumulative time of system access;

c. Amount of Fee: \_\_\_\_\_

d. Justification for the type and amount of user fee imposed (attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. RTKL Requirements for the Imposition of EEA Fees

Please check all 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.

### 4. 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: \_\_\_\_\_

Please submit completed forms to:

Office of Open Records  
333 Market Street, 16<sup>th</sup> Floor  
Harrisburg, PA 17101-2234  
Fax: (717) 425-5343  
E-mail: [openrecords@pa.gov](mailto:openrecords@pa.gov)