

**COMMUNITY COLLEGE OF PHILADELPHIA
RIGHT TO KNOW OFFICE FEE STRUCTURE**

<u>Record Type</u>	<u>Fee</u>
Copies:	\$.25 per page
Certification of a Record:	\$1.00 per page
Specialized documents: For example, but not limited to, blue prints, color copies, non-standard sized documents:	Actual Cost
Facsimile/Microfiche/Other Media:	Actual Cost
Conversion to Paper:	If a record is only maintained electronically or in other non-paper media, duplication fees shall be 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 medium.
Postage Fees:	Actual Cost

Please note: Prior to granting a request for access in accordance with the Right to Know Law, the College may require a requestor to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.