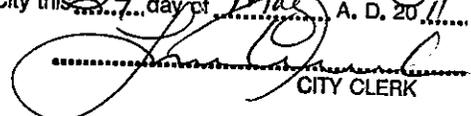


BILL NO. 25-2011
AN ORDINANCE

I, LINDA A. KELLEHER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original Ordinance passed by the Council of the City of Reading, on the 23 day of May A. D. 20 11. Witness my hand and seal of the said City this 24 day of May A. D. 20 11.


CITY CLERK

AN ORDINANCE OF THE CITY OF READING, BERKS COUNTY, PENNSYLVANIA, AMENDING THE FEES FOR PUBLIC RECORDS OF THE CITY OF READING IN ACCORDANCE WITH THE PENNSYLVANIA RIGHT TO KNOW LAW.

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

CITY OF READING
POLICY FOR ACCESS TO PUBLIC RECORDS

SECTION 1. The City of Reading Policy for Access to Public Records set forth in Chapter 1 Part 10 of the Codified Ordinances shall be amended as follows:

§1-1002. Definitions.

Certification - legal verification of a public record performed at the behest of the requester, does not include notarization

Page - see photocopy

Photocopy - either a single sided copy or one side of a double-sided black and white copy of a standard 8.5" x 11" page

Specialized Documents - non-standard sized documents including but not limited to blue prints or color copies

§1-1008. FEES ASSOCIATED WITH REQUEST.

1. Fees for duplication of public records shall be as follows:

A. ~~Photocopying fees - \$2 first page; (\$.30 cents per page thereafter).~~
Photocopy - \$0.25 per page

B. ~~Certification of a public record - \$25 per record certified.~~
Certification of a public record - \$ 5.00 per record to certify

C. ~~Copying records onto electronic media - \$25 plus actual cost of materials and media used for copying. (Note: this represents the current fee in the City's fee~~

ordinance.)

Copying records onto electronic media - Actual Cost

~~D. Copying off site of subdivision, land development or other plans - \$20 plus actual cost incurred.~~

Specialized Documents - Actual Cost.

E. Postage - actual cost to the City of Reading of mailing the public record.

F. Facsimile/Microfiche/Other Media - Actual Cost.

2. *Prepayment*

A. *Estimate Cost Exceeds \$ 100* - In the event the estimated cost of fulfilling a request submitted under this Part is expected to exceed \$100, the ~~Managing Director~~ *Open Records Officer* shall obtain *payment of* 50% of the expected cost in advance of fulfilling (copying) the request to avoid unwarranted expense of City of Reading resources.

B. *Prior to Release - The City may obtain the Cost of the records prior to releasing the records.*

3. *Redaction - A fee to redact documents may not be charged. If a requester wishes to inspect rather than receive a copy of a record and the records contains both public and non-public information, the City shall redact the non-public information and shall charge for copies, in accordance with the above fee schedule, it must make of the redacted material in order for the requester to view the public record. Should the requester choose to obtain copies of the redacted documents after reviewing the records, no additional fee may be charged.*

4. *Statutory Fees - If a separate statute authorizes the City to charge a set amount for a certain type of record, the City may charge no more than that statutory amount.*

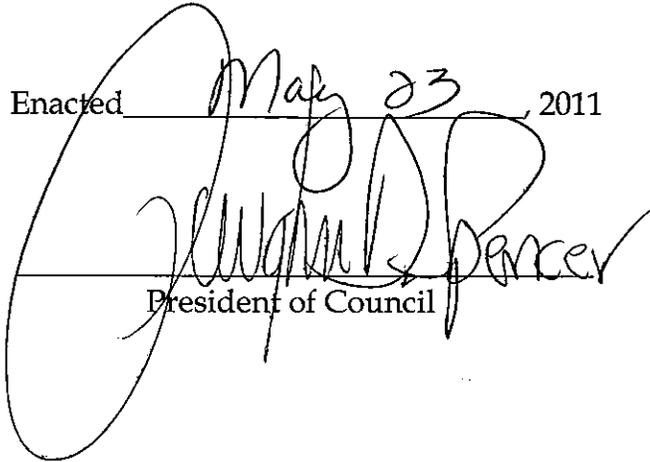
5. *Conversion to Paper - If a record is only maintained electronically or in other non-paper media, duplication fee shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive media.*

SECTION 2. The Fee Schedule for the City of Reading shall also be amended in accordance herewith.

SECTION 3. All other provisions of the City of Reading's Policy regarding Request for Access to Policy Records as Codified as Chapter 1 Administration and Government Part 10 not amended hereby shall remain in full force and effect.

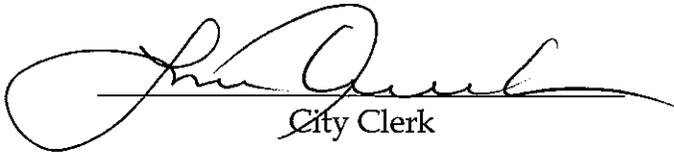
SECTION 4: If any section, subsection, sentence or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of the Ordinance.

SECTION 5: This Ordinance shall become effective in ten (10) days, in accordance with Charter Section 219.

Enacted May 23, 2011


President of Council

Attest:



City Clerk

(LAW)