



Clarion County Career Center

447 Career Lane Shippenville, PA 16254
 814.226.4391 Fax 814.226.7350

OPEN RECORDS REQUESTS – Fee Structure

Section 1307 of the Right-to-Know law requires the Clarion County Career Center to establish a fee structure for open records requests.

The following fee structure has been established in accordance with the Career Center’s policy and the “Right-to-Know” law.

Record Type	Fee
Copies (A photocopy is either a single-sided copy or one side of a double-sided black and white copy of a standard 8.5” x 11” page.)	\$.25 per page
Certification of a Record	\$1.00 per record, not per page. Please Note: Certification fees do not include notarization fees.
Specialized documents (For example, but not limited to, blueprints, color copies, non-standard sized documents.)	Actual Cost
Facsimile/Other Media	Actual Cost
Postage Fees	Fees for postage may not exceed the actual cost of mailing.

Prepayment: Prior to granting a request for access in accordance with this Act, the Career Center 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.