

# Records Request Fee Schedule and Policy

## Fulton County, Pennsylvania

Created under Act 3 of 2008 (Right-to-Know Law of Pennsylvania)

Fulton County believes in providing transparent government. To this end, charges for data are set within limits established under State law and within reasonable limits that accommodate the goal of providing maximum information to citizens at a reasonable cost. The County will make a record available in the medium that the record exists or will image paper documents if requested (see “Electronic Records and Imaging of Paper Records” below).

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This Record Request Fee Schedule and Policy contains the following sections:

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### Electronic Records and Imaging of Paper Records

Records that exist only on paper will be scanned and emailed upon request if the requester asks for the documents in electronic rather than paper form subject to the following guidelines: The resultant electronic document(s) is/are ten (10) or fewer files that are each no more than approximately 10 MB in size. Otherwise, copies of the documents will be provided in either paper form or via CD or DVD.

### Charges for Reproduction of Records on Physical Media

#### Photocopies/Printed Pages (per side)\*:

**B&W (8.5" x 11" or 14"):** 25 cents each

**Color (8.5" x 11" or 14"):** 50 cents each

**B&W (11" x 17"):** 50 cents each

**Color (11" x 17"):** \$1.00 each

**CD's:** \$5 + postage

**DVD's:** \$10 + postage

**Redaction Fee:** No redaction fee will be charged

Only actual **mailing costs** will be charged. No handling fee will be charged.

**Certification Fee:** \$25

\* Photocopy charges in the following offices are 50 cents per copy rather than 25 cents per copy/side: Clerk of Courts, Recorder of Deeds, Prothonotary, Register of Wills, Clerk of Orphan's Court

## **Charges for Enhanced Online Access to Records**

### **Assessment Database (through Evaluator Services)**

Individuals may access their own record online for free using the login information provided on their tax bill

\$9.95 - 3 days of searching

\$37.95 - 30 days of searching

\$99.95 - 90 days of searching

\$374.95 - 365 days of searching

### **Prothonotary Records and Deeds (through Infocon)**

Initial Setup Fee

Non-Refundable Account Setup Fee of \$25

Ongoing Monthly Fee Schedule per Account

\$1.10 per minute with a minimum monthly usage invoice of \$25 (accounts with NO activity for the month are not billed)

**Payment in advance is required for record requests costing more than \$100.**

## **Notice to Third Parties of Request of Personal Identification Information**

Fulton County shall notify third parties who are the subject of a request for personal information.

## **State Open Records Law**

More information on the State Open Records Law including information on how to appeal a determination of a local agency decision may be found online at **[openrecords.state.pa.us](http://openrecords.state.pa.us)**.

# Summary of Special Records Available and Accompanying Forms

## Assessment Data

The following specialized Assessment data is available for \$700. The data includes:

District Number, Parcel Number, Owner Name/Address, Situs Address, Deed Book, Sales information, Acreage, Property Type, Year Built, Square footage of living area, Neighborhood Code, Fair Market/Clean and Green Assessed Values

If a subset of the above Assessment data is selected rather than the whole county, then the charge will be 10 cents per parcel.

## Voter Registration Data and Reports

Voter Registration Data and Reports are available on paper or in electronic format. Each Candidate will, upon request, be given one paper copy of the standard Street List per election for the election district within which they are running. For Certified Parties within Fulton County, each Party is entitled, upon request, to one paper copy of the standard Street List per election. This request must be made by an officer of the Party. Committeepersons of Certified Parties are each entitled to a paper copy of the standard Street List for their municipality per Election. Requests for records for Committeepersons may be made by the Committeeperson or by an officer of the Party. Requests for paper-based reports after the first report per election will be charged according to the fee schedule above. Each candidate or political party or committeeperson as described above will be provided an electronic copy of voter registration information in the format of their choice. Electronic format includes a pdf of the Street List or a spreadsheet format. Requests for pre-defined reports available in the SURE system may also be made. Each such report will be treated as a record and will be generated using the criteria specified by the user, if any. Electronic (pdf) copies of such reports or paper copies of such reports will be provided as requested.

**NOTICE:** Requests for voter registration data MUST be accompanied by a completed REQUEST FOR PUBLIC INFORMATION LISTS form (next page).

# FORM TO REQUEST VOTER REGISTRATION RECORDS

Section 1404(a) of Act 3 of 2002, at 25 Pa. C.S. § 1404(a), requires each voter registration commission to “provide for computer inquiries concerning individual registered electors.” The information provided shall contain the name, address, date of birth and voting history of each registered elector subject to an inquiry. Upon request, the commission shall supply a printed record and “may make available for inspection a printed or computerized public information list containing the name, address, date of birth and voting history of each registered elector in the county.”

Section 1404(b) of Act 3 provides that no “individual who inspects the list or who acquires names of registered electors from the list may use information contained in the list for purposes unrelated to elections, political activities or law enforcement.” Furthermore, Section 1207(b) provides that this information “may not be used for commercial or improper purposes.”

Section 1404(b)(3) requires that before inspecting the list or obtaining information from the list, an “individual must provide identification to the public official having custody of the public information list and must state in writing that any information obtained from the list will not be used for purposes unrelated to elections, political activities or law enforcement.”

Finally, Section 1404(c) allows a commission to determine the fee for providing copie4s of the list. This fee, if charged, must accompany the written request.

## AFFIRMATION

I affirm that any information obtained from the records requested from the Fulton County Elections and Voter Registration Office will not be used for purposes unrelated to Elections, political activities or law enforcement, as required by 25 Pa. C.S. § 1404(b)(3); and that the material will not be used for commercial or improper purposes, as required by 25 Pa. C.S. § 1207(b). I further affirm that I will not publish the material on the Internet, as such publication is prohibited by 4 Pa. Code § 183.14(k).

I verify that this statement is true and correct. I understand that false statements made are subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
Requestor’s Signature

\_\_\_\_\_  
Requestor’s Name (Print)

\_\_\_\_\_  
Requestor’s Address

\_\_\_\_\_  
Requestor’s Telephone Number

\_\_\_\_\_  
Date of Request

Requesting information on behalf of: \_\_\_\_\_

### **Identification provided by requestor:**

<input type="checkbox"/> PA Driver’s License or PA Photo ID Card	Driver’s License #: _____
<input type="checkbox"/> Employee Photo ID Card	Employer Name: _____ ID# _____
<input type="checkbox"/> Other Photo ID Card	Type of Card: _____ ID# _____
<input type="checkbox"/> Other Form of Identification	Type of ID: _____ ID# _____

County Employee Name: \_\_\_\_\_

This form was designed and is required by the Secretary of the Commonwealth (March 2003)

DOS 3/03

***(This form will not be available for public inspection or copying)***



# Fulton County GIS Data License Agreement

*Last Revised March 20, 2012*

Your use of this data indicates your acceptance of and agreement to be legally bound by the terms of the Fulton County GIS Data License Agreement printed below.

## **General Terms and Conditions**

1. The following General Terms and Conditions of Agreement shall be applicable to all data products of the County of Fulton which are licensed by the County of Fulton to end users (also referred to as "Customer") of the data products and shall govern the use of all products or works derived therefrom.
2. The license hereby granted unto the Customer authorizes the use by the Customer of the Fulton County GIS data only for the purpose of making personal, or in the case of a business, internal use of the licensed data as follows:
  - a. The Customer may make one digital copy of the Fulton County GIS data for use as a backup copy. This copy shall only be used to replace the original Fulton County GIS data if lost, stolen, or damaged.
  - b. If the Customer determines that it is necessary to share portions of the GIS data with contractors, consultants or other third parties working for the Customer, the County of Fulton must give prior written consent. If the County of Fulton gives such written consent, those who receive the Fulton County GIS data shall be subject to the same terms and conditions as the Customer. Furthermore, use of the GIS data shall be for the sole purpose of providing services necessary for the operations of the Customer.
3. The County of Fulton hereby disclaims any and all liability or responsibility for any damage, injury, loss, claim or lawsuit arising from any error, inaccuracy, or other problem with either the data contained on the digital media or the digital media. The Customer hereby releases the County of Fulton from all liability, damage, claims, injuries or suits arising from such an error, inaccuracy, or problem. Furthermore, the Customer agrees to indemnify and hold harmless the County and its officials and employees from any and all claims, liability, damages, injuries, and suits, including court costs and reasonable attorney's fees, arising from the use of the Fulton County GIS Data by the Customer's employees or assignees, or customers of it.
4. The Fulton County GIS data provided hereunder is provided "as is" and the County of Fulton expressly disclaims all warranties, express or implied, including warranties as to the accuracy of the data and merchantability and fitness for a particular purpose, and further expressly disclaims responsibility for all incidental, consequential or special damages arising out of or in connection with the use or performance of the data. Fulton County GIS Data is not survey accurate. The Customer acknowledges such disclaimers of warranty and expressly waives all warranties express or implied, and waives any right of claim for damages incidental, consequential or special, arising out of or in connection with the use or performance of the data.
5. The Fulton County GIS data provided by the County shall remain the property of the County and the County shall retain all rights commensurate with ownership, including the right to sell, release, license, use or provide the data to others as it deems appropriate in its sole discretion. The Licensed or unauthorized use of the Fulton County GIS data will be subject to the full penalties under the law including fines and imprisonment.

6. Payments for Fulton County GIS Data may be made payable to the County of Fulton. Data will only be shipped to the Customer when payment has been received in full. Data will be shipped to the Customer via USPS and, at the discretion of the Planning Commission staff, will be recorded on a CD or DVD. Data may be transmitted via e-mail or FTP (if applicable).

**Data Agreement:**

By acceptance of this data, the user agrees they have read and accept the terms of the Fulton County GIS Data License Agreement. User also agrees to use this data solely for private use and not to sell or transmit this data or any part of it to another party. The data is the exclusive property of Fulton County, Pennsylvania, and Fulton County retains all rights under copyright law.

I agree to the above terms and conditions, and I am authorized by my employer or company to agree to the terms and conditions.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_ **Payment:** \_\_\_\_\_

**Comments:**

**Fulton County Government**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This Record Request Fee Schedule and Policy for Fulton County, Pennsylvania

adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by

the Fulton County Commissioners.

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Rodney L. McCray, Chair

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Craig C. Cutchall

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Irvin L. Dasher