FEE SCHEDULE

Costs of Locating Documents:

Most of the district’s records are readily available, or can be located in a relatively short period of time. There will be no fee imposed upon any person who requests a record if the costs of locating that record do not exceed $50.00. The official legal custodian of public records of the district is the Superintendent of Schools.

Some of the records of the district are in off-site storage, archived, not on-line on the district’s computer or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the costs of locating a records will exceed $50.00, the official legal custodian will seek the prior written approval of the requestor before proceeding. In addition, the custodian will endeavor, but will not be required to provide an estimate of the total anticipated costs for locating the record.

The district will determine the cost of locating a record by using the actual hourly rate of the employee involved in attempting to locate the record.

Reproduction Expenses:

A. Costs of copying and reproduction of records where equipment is available.

1. A charge of $0.15/page if requestor does the work.
2. A charge of $0.25/page if school personnel does the reproducing work.
3. The actual cost to the district of the tapes, computer discs, internet fees, or other medium used for reproduction shall also be paid by the person making the request.
4. Actual cost to the district of the hourly salary/fringes of the employee copying the records.

B. Costs of reproduction of records where equipment is not available within the district.

1. If equipment necessary for any reproduction is not available within the district, then the district will rent whatever equipment is necessary to perform the function and will bill the requestor for such rental fee. The cost charged will be the actual costs paid by the district to the third party vendor.
2. Items in such a situation would include, but would not be limited to; audio or video tape reproduction equipment, microfilm or fiche or ultra fiche reproduction equipment, assorted computer hardware and software.
3. The actual cost to the district of the tape or other medium used for reproduction shall also be paid by the person making the request.
4. Actual cost to the district of the hourly salary/fringes of the employee copying the records.

**Disputes:**

The official legal custodian of the records of the district shall report any disputes which arise under this fee schedule to the Board of Education or its designee, and shall recommend to the Board or its designee such modifications and revision as he/she deems necessary.

**Payment of Fees:**

A. The official legal custodian of the records of the district may require the payment of costs provided herein in advance.

B. The official legal custodian of the records of the district may, in his/her sole discretion, elect to waive the imposition of the costs provided for herein.

Approved: 8/18/04