

PUBLIC RECORDS AND PROPERTY FEE SCHEDULE

I. Cost 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 cost of locating that record does not exceed fifty dollars (\$50).

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 these cases where a record is not readily available for whatever reason and where it appears that the cost of locating a record will exceed fifty dollars (\$50), the legal custodian will seek 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 current average hourly rate for employees involved in attempting to locate the record, chargeable in half hour increments.

II. Reproduction Expenses

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

1. Twenty cents (\$.20) per page.
2. The actual cost to the district of the tapes or other medium used for reproduction shall also be paid by the person making the request.

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.

(continued)

3. The actual cost to the district of the tape or other medium for reproduction shall also be paid by the person making the request.

III. Disputes

The official legal custodian of the records of the district shall report any disputes which arise under this fee schedule to the board and shall recommend to the board such modifications and revisions as he/she deems necessary.

IV. 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, at his/her sole discretion, elect to waive to the imposition of the costs provided herein.

Reference: Board Policy #5125 - Pupil Records

Adopted: March 9, 1983

Amended: March 13, 1985

June 10, 1991

December 12, 2001

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