

School District Right to Know Fee Schedule

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) .	\$0.25 per page
Certification of a Record:	\$5.00 per record
Specialized documents: (For example, but not limited to, blue prints, color copies, non-standard sized documents)	Actual cost incurred
Facsimile/Audio/Video/Other Media:	Actual cost incurred
Conversion to Paper:	If a record is only maintained electronically or in other non-paper media, duplication fees 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 medium.
Postage Fees:	Actual cost of mailing
Any Other Fee Necessarily Incurred to Comply with a Request:	Reasonable cost actually incurred

* There shall be no fee for redaction, the District's review of a record to determine whether the record is a public record, searching for or retrieval of documents, or the staff time or salary for complying with a request.

* Prior to granting a request, the District requires prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.00. Additionally, the District requires that all fees (regardless of whether they exceed \$100) be paid by the requestor after the request is granted and before the records are released, or otherwise made available, to the requestor.