

APPENDIX 3A**DETAILED FEE SCHEDULE**

The school is required to provide a public record in a requested medium only if the record exists in that medium. For example, if a request is made for an electronic copy of a paper record that is not held in electronic form, the district may provide an electronic copy, but is not required to do so. The school is not required to use a specific method of transmission. For example, if the school makes available for inspection and photocopying a record that is held only on paper, it is not required to then e-mail or fax a duplicate.

The school will charge the following fees relating to public records:

1. Paper copying standard size – **\$.25 per page**. This fee applies anytime a record is copied to fulfill a request, including photocopying of a paper record or printing a copy of an electronic record. The school will charge a duplication fee for copies of redacted material it must make in order for a requester to view a public record. However, if the requester chooses to obtain these copies, the school will not charge an additional fee.
2. Electronic copying – Electronic copies will normally be provided by e-mail attachment. There will be no fee unless the school must make a tangible copy of a record (either by photocopy or print) to fulfill the request. If the school must make a tangible copy, the fee is **\$.25 per page**. (Note: If the school transmits an electronic copy using a more expensive medium such as computer disk, the district may only charge \$.25 per page if it was required to make a tangible copy to fulfill the request, unless the requester asks for duplication in the more expensive medium, in which case the school may provide the copy in an electronic format of its choice (and charge \$.25 per page only if a tangible copy was made) or may provide a copy in the more expensive medium and charge the actual cost.)
3. Certified copy – **\$5 per certified record** regardless of the number of pages, plus any applicable duplication fees. If a requester asks for certification of multiple records, a separate charge will be assessed for each record certified.
4. Mailed copy – If a request is made for mailing and the school chooses to mail the copy instead of requiring personal pickup, the requester will pay the actual cost of postal fees plus any applicable duplication fees. (Note: Mailing is not required.)
5. Facsimile transmission – If a request is made for facsimile transmission and the school chooses to fax the copy instead of requiring personal pickup, the requester will pay the actual cost of facsimile plus any applicable duplication and certification fees. (Note: Facsimile is not required.)
6. Duplication in special formats – If a request is made for duplication in a special format and the school chooses to comply, the fee will be the actual cost. Specialized formats include, but are not limited to, removable electronic storage devices, color copies, and nonstandard sized documents. (Note: Duplication in special formats is not required.)

The school may waive fees in circumstances it deems appropriate. If the school receives a request for personal inspection of a record, but decides it is more convenient to mail, fax, or e-mail a copy of the record, the school will waive the fees associated with duplication and transmission.