

ADMINISTRATIVE REGULATION

**SPRING COVE
SCHOOL
DISTRICT**

SECTION: OPERATIONS

**TITLE: PUBLIC RECORDS --
FEE SCHEDULE**

EFFECTIVE: JANUARY 1, 2009

REVISED:

**801-R-4
PUBLIC RECORDS -- FEE SCHEDULE**

In accordance with Section 1307 of the Right-to-Know Law, the following fee structure is established. Requesters must pay said fees in order to receive access to a requested record.

Copies \$.25 per copy
(A "copy" is either a single-sided copy or one side of a double-sided copy of a standard 8.5" x 11" page.)

Certification of a Record \$1.00 per record.
(Fee is per record, not per page. Certification fees do not include notarization fees.)

Notarization of a Certified Record \$5.00 per record.

Specialized Documents Actual cost.
(For example, but not limited to, blueprints, non-standard sized documents)

Facsimile/Microfiche/Other Media Actual cost.

Redaction Fee None

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.

Statutory Fees: If a separate statute authorizes an agency to charge a set amount for a certain type of record, the agency may charge no more than that statutory amount.

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Inspection of Redacted Records: If a requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the agency shall redact the non-public information. An agency may not charge the requester for the redaction. However, the Agency may charge for the copies it must make of the redacted material in order for the requester to view the public record. The fee structure outlined above will apply. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee may be charged.

Enhanced Electronic Access: If an agency offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a requester the agency may establish user fees specifically for the provision of the enhanced electronic access, but only to the extent that the enhanced electronic access is in addition to making the records accessible for inspection and duplication by a requested as required by the Right-to-Know Act. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per transaction fee, a fee based on the cumulative time of system access or any other reasonable method and any combination thereof.

Fee Limitations: Except as otherwise provided by statute, the law states that no other fees may be imposed unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency's review of a record to determine whether the record is a public record, legislative record or financial record subject to access in accordance with the Right-to-Know Act. No fee may be charged for searching for or retrieval of documents. An agency may not charge staff time or salary for complying with a Right-to-Know request.

Prepayment: Prior to granting a request for access in accordance with the Right-to-Know Act, an agency may require a requester to prepay an estimate of the fees if the fees required to fulfill the request are expected to exceed \$100.