



Book	POLICY MANUAL
Section	800 SCHOOL COMMUNITY RELATIONS
Title	ACCESS TO PUBLIC RECORDS AR
Code	823 AR
Status	Active

Public Records Request Authorized Fees

The fees that the District may charge in connection with a public records request are determined under Board policy and the fee schedule that appears in the District's posted public records notice. Information about such fees can also be obtained from the office of the District's legal custodian of records. A list of such fees is as follows:

Hard Copies	Includes any paper records provided by: Copying a paper record Printing an electronic record	\$0.25 per page Fee calculation: staff time + materials (e.g., paper, toner).
Electronic Copies	Any electronic records provided by email, PDF, DVD, thumb drive, or other electronic format	
	Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution	\$0.07 per page Fee calculation: staff time
	Digital to Physical Includes copying records already in digital format onto physical medium for distribution	Fee calculation: staff time multiplied by the hourly rate of lowest paid staff member capable of completing the task + cost of thumb drive(s)
	Digital to Digital Includes copying records from one digital format to another for distribution (e.g., email)	Fee calculation: staff time multiplied by the hourly rate of the lowest paid staff member capable of completing the task
Location Fees	Costs will be imposed upon the requester if the cost is \$50 or more. Includes searching for and identifying responsive records but does not include redaction	Fee calculation: staff time multiplied by the hourly rate of total compensation of the lowest paid staff member capable of completing the task
Photographing & Photographic Processing	If the form of a written record does not permit copying	Fee calculation: cost of photographing and photographic processing shall be charged
Records Not in Printed Form	Records such as films, computer printouts and audio or videotapes	Fee calculation: cost of providing a copy of other records not in printed form on paper
Mailing or Shipping	If mailing or shipping is necessary	Cost of mailing or shipping

Prepayment	The legal custodian of records shall estimate the cost of all applicable fees and will require a cash deposit adequate to ensure payment	If cost estimate exceeds \$5
------------	--	------------------------------