Policy 801 Fee Schedule:

1. Postage - fees will not exceed the actual mailing cost. **Fee = actual costs.**

2. Duplication - fees for printing/photocopying from electronic media or microfilm, copying onto electronic media, transmission by facsimile or other electronic means, and other methods of duplication. **Fee = The State Office of Open Records determines the duplication fee that all school entities will charge for copies of records. The duplication fee set by the State Office of Open Records is between .10 per page to a maximum .25 per page.**

3. Complex and Extensive Data Sets - fees for copying based on the reasonable market value of the same or closely related sets and include geographic information systems and integrated property assessment lists. **Fee = reasonable market value of the same.**

4. Certification – fees for official certification of copies if the certification is for the purpose of legally verifying a public record and is requested by the requester. F**ee = Notary fee.**

5. Conversion to Paper – duplication fees for a record maintained only electronically or in other non-paper media will be limited to the lesser of either the fee for duplication on paper or in the original media, unless the requester specifically requests that the record be duplicated in the more expensive medium. **Fee = the lesser of either the fee for duplication on paper or in the original media.**

6. Enhanced Electronic Access – fees for providing 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 requester. **Fee = These fees may be a flat-fee, a subscription fee for a period of time, per-transaction fee, a fee based on the cumulative time of system access, and other reasonable method or a combination of these.**

Except as provided by law, no other fees may be imposed unless the district necessarily incurs cost for complying with a request for a public record, and then such fees must be reasonable.