

Williams Valley School District

Open Records Fee Structure

The Williams Valley School District has established the following fee structure:

Record Type	Fee
Copies (A "photocopy" is either a single sided copy or one side of a double-sided black & white copy of a standard 8.5" x 11" page.)	.25 per page.
Certification of a Record	\$5.00 per record. Please note that certification fees do not include notarization fees.
Specialized Documents (For example, but not limited to, blue prints, color copies, non-standard sized documents)	Actual Cost
Facsimile/Microfiche/Other Media	Actual Cost
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

Payment/Prepayment:

- Fees must be paid prior to the release of records requested.
- If the estimated fees for the requested records are expected to exceed \$100, the estimated fees must be paid prior to granting the request for access.

(Approved: 2/12/09 Board meeting)