

EPHRATA AREA SCHOOL DISTRICT

Right to Know Records Policy

Fee Schedule

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

1. Paper copying standard size – **25¢ per page**
2. Certified copy – **\$5 per certified copy.**
3. Mailing – **actual mailing cost.**

The district may waive fees in circumstances it deems appropriate.

Fees representing actual reasonable costs may be charged for staff time in cases where substantial time is required to comply with the request or for other costs not listed, subject to legal counsel opinion that the charges are permissible under applicable law.

EPHRATA AREA SCHOOL DISTRICT

Detailed Fee Schedule

The district 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 district is not required to use a specific method of transmission. For example, if the district 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 district 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 district 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 district 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 district must make a tangible copy of a record (either by photocopy or print) to fulfill the request. If the district must make a tangible copy, the fee is **25¢ per page**. [Note: If the district 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 district may provide the copy in an electronic format of its choice (and charge the 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 district 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 district 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 district 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 non-standard sized documents. [Note: Duplication in special formats is not required.]