

**PUBLIC RECORDS
Fee Structure**

<u>Record Type</u>	<u>Fee</u>
Photocopies A single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5" x 11" page	\$. 25 per page
Certification of a Record	\$5.00 per record; plus notarization fees
Specialized Documents For example, but not limited to, blue prints or copies, non-standard sized documents	Actual Cost
Facsimile/Microfiche/Other Media	Actual Cost
Conversion to Paper	\$.25
Postage Fee	Actual Cost to Mail
Redacted Records	\$.25 per page
Prepayment Prior to granting a request, the District will require a requester to prepay an estimate of the fees, if the fees required to fulfill the request are expected to exceed \$100.	

Board Approved: March 3, 2009

c: (Open Records, Fee Structure) dc