

Billings School District 2

THE BOARD OF TRUSTEES

Copy And Research Fees

Copy

The district may charge a fee for copying of public records requested by the public. Unless specified by state law, the fee for paper copies of records shall be \$.15 per copy. Any electronic media copies requested shall be charged a fee for the average cost of the media plus an overhead charge of \$20.00 per request.

Research

Any request for public records that require more than 15 (fifteen) minutes of staff research time shall be charged at an hourly rate of \$20.00 per hour. Billings Public Schools shall inform any member of the public of this charge before beginning the research project.

Implementing Policy 1401 Records available to public

Cross References:

Legal References: §20-3-323 District policy and record of acts
 §20-9-213 Duties of Trustees

Procedure History:

Adopted on: December 13, 2010

Effective on: