

**PENNCREST SCHOOL DISTRICT
Office of Open Records**

**Schedule of Fees for Duplication of Public Records
(Policy 801, Public Records; Policy 801.1, Public Information)**

Fee Structure

<u>Record Type</u>	<u>Fee</u>
Copies (per page) (A "photocopy is either a single-sided copy or one side of a double-sided black-and white copy of a standard 8.5" x 11" page.)	\$0.25
Certification of a Record	\$5.00 per record
Specialized Documents (For example, but not limited to, blue prints, color copies, non-standard sized documents.)	Actual Cost
Facsimile/Microfiche/Other Media	Actual Cost
Redaction Fees	No Cost
Conversion to Paper: (If a record is only maintained electronically, or in other non-paper media, duplication fees shall be charged).	\$0.25 per page
Postage Fees	Actual Cost

NOTE: All fees must be paid prior to the release of the records. Prepayment of fees is required if access to the records will cost in excess of \$100