

REGULATION

Churchville-Chili Central School District

2021

3310R1

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Community Relations

SCHEDULE OF FEES FOR COPYING OF RECORDS

Copies of appropriate records may be obtained at purchaser's expense of \$0.25 per 8 ½" x 11" single-sided page, or \$0.50 per 8 ½" x 11" double-sided page. A fee equal to any actual costs incurred by the district in furnishing information through the use of any other format shall be imposed.

Any time spent in excess of two hours for reproducing records will be charged back to the person/entity requesting the records. This fee will be equal to the hourly pay rate attributed to the lowest paid school district employee who has the necessary skill to prepare and copy the requested records. A person requesting a record will be informed of the estimated cost of preparing a copy of the record if more than two hours of a district employee's time is needed. If a storage media other than paper is required, the requester will be charged the actual cost of the storage media used.

A person requesting a record will be required to deposit the full amount of such estimated cost before the initiation of steps to reproduce the records. Any amount over and above the estimated cost actually incurred in such production will be paid prior to the delivery of the records. In the event the deposit exceeds the actual cost of production, such excess amount will be refunded as soon as practicable.

If an outside professional service needs to be hired because the district's information technology system is incapable of preparing the copies, a fee will be charged for any costs imposed on the district by the outside service.

Created: 11/28/2017

Revised: 10/20/2020

Reviewed by Superintendent and Assistant Superintendent for Business Services with no recommended changes 11/23/2021