

# **BURRELL SCHOOL DISTRICT**

## **PUBLIC RECORDS LIST OF FEES**

The district shall provide duplication of public records upon payment of the following fees:

- |  |                        |
|--|------------------------|
| 1. Inspection of public records              | No charge              |
| a. At the Administration Office              |                        |
| b. During regular business hours             |                        |
| c. By appointment                            |                        |
| 2. Photocopying of public records            | \$0.10 per page        |
| 3. Printing of non-paper public records      | \$0.10 per page        |
| 4. Mailing of public records                 | Actual cost of postage |
| 5. Facsimile Transmission of public records  | \$0.10 per page        |
| 6. Electronic Transmission of public records | No charge              |

The district shall not assess any fees for staff time or resources used to evaluate a request for access to public records.

The district has the right to waive fees if deemed in the public interest to do so.

The district may charge actual cost for specialized documents.

The district may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.

The total amount owed for duplication and/or transmission of public records shall be paid in cash before the record is given to the requestor.