

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 the actual costs directly incurred fulfilling the request in the most cost-efficient and timely manner possible. 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:

Issued by Superintendent on: December 13, 2010
Presented to Board on: December 13, 2010
Revised on: February 26, 2024