

## **Attachment B**

### **Westonka School District Copy Fees**

The District usually charges one of these two types of fees for providing copies of public data:

**Fee Type I.** For copies of 100 or fewer pages of black and white, letter or legal size paper, the District charges a fee of 25 cents for each page copied, or 50 cents for each two-sided copy. If the District provides a copy by making a computer printout, the charge is 25 cents for each page. Color copies are 50 cents per page copied.

**Fee Type II.** For other copy requests, the District charges the actual costs of searching for and retrieving the data, including the cost of employee time. The fee includes the cost of making and compiling copies of the data. If the District is asked to mail the copies, the fee will include postage.

If the cost of the copies is \$10 or more, payment must be made before copies are provided.

The District charges other types of fees for providing data in a different form or arrangement, creating data and preparing summary data.