Douglas County School District

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FEE SCHEDULE FOR PUBLIC RECORDS REQUEST

1. No fees will be assessed until total costs reach at least $10.00. The first half hour of staff time is waived. More than one-half hour is considered an extraordinary use of staff time and will be charged at the stated rate in item 3. All fees imposed will be invoiced detailing costs including personnel time, number of copies, and postage. If the cost of producing the records is estimated to be more than $10.00, the records will not be produced until after payment is remitted.

2. If estimated staff time exceeds four (4) hours, outside vendors/contractors may be utilized. The requestor is responsible for those costs which are due and payable before research will commence or records produced.

3. Staff time (for processing, researching, copying, legal review, and technical review) at $20 per hour per staff member.

4. Publications: Fees will be assessed as required.

5. Copying fees:
a. Black and White—8-1/2” x 11”: $0.10 per page
b. Scanned/electronic document:: $0.10 per page
c. Electronic Scanning to a CD: $5 per CD

6. Postage: All shipping will be USPS Parcel Post unless otherwise requested. All costs will be reimbursed by the requestor.

7. Payment in the form of cashier's check or money order payable to: “Douglas County School District Public Records Request” Payment of fees in full is required before records will be made available.

8. For further information regarding fees, contact the Superintendent’s Office.

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