

No. 801-AR

Delaware Valley School District

Right-to-Know Law Fees
Administrative Regulation

801-AR. FEES FOR PUBLIC RECORDS REQUESTS

1. The School District will not charge a fee for the Open Records Officer’s review of a record to determine if the requested record is a public record subject to access under the law, Board policies, and administrative regulations.

2. The Open Records Officer will ensure that the School District establishes, maintains, and disseminates a current list of reasonable fees that requesters must pay in order to receive access to a requested record.

3. The School District’s established list of reasonable fees for duplication and other forms of records response to public records requests will be charged according to the below fee structure that will be periodically updated and posted on the school district’s website.

4. Charges/Fees: prior to granting a request for access, the requester must prepay the authorized fee(s). A check, certified check, or money order must be made payable to the “Delaware Valley School District” in the total amount of the fee.

Record Type	Notes Regarding Duplication and Other Forms of Document Response	Cost
Black and White	Single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5 x 11” page	\$.25 per page
Color		Actual cost
Disks		Actual cost
Specialized Documents	For example, but not limited to, blue prints, non-standard sized documents	Actual cost
Facsimile, Microfiche, Other Media		Actual cost
Postage		Actual cost of

		mailing
Conversion to Paper	If a record is only maintained electronically or in other non-paper media, duplication fees will be the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium.	
Certification of Record	Certification must have been requested by the requester and for the purpose of legally verifying the public record. Certification fees do not include notarization fees.	\$1.00 per record (not per page)
Enhanced Electronic Access	<p>If the School District offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by the requester, the School District will charge user fees specifically for the provision of the enhanced electronic access to the extent that the enhanced electronic access is in addition to making the records accessible for inspection and duplication by a requester as required in the Right-to-Know Law.</p> <p>This may be a flat fee, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access or any other reasonable method and any combination thereof.</p>	To be determined if and when offered.
Complex Extensive Data Sets	<p>Fees for copying based on the reasonable market value of the same or closely related data sets and include geographic information systems or integrated property assessment lists.</p> <p>These fees do not apply to a request by an individual employed by or connected with a newspaper or magazine of general circulation, weekly publication, press association, or radio or television station when the purpose of the request is obtaining information for publication or broadcast, and for a request by a nonprofit organization for the conduct of educational research.</p> <p>These fees must be reasonable, may not be established with the intent or effect of excluding individuals from access to records or their duplicates or of creating a profit for the School District; and must be approved by the Office of Open Records.</p>	Reasonable market value

Statutory Fee	If a separate statute authorizes the School District to charge a set amount for a certain type of record, the School District may charge no more than that amount.	Statutory amount
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Except as provided by law, no other fees may be imposed unless the School District necessarily incurs costs for complying with a request for a public record, and then such fees must be reasonable.

5. School District Policy #801, Attachment, which is a form that provides the list of records the requester desires and the fee charged to the requester, must be completed.

6. Duplication fees will be charged for a request by an individual employed by or connected with a newspaper or magazine of general circulation, weekly publication, press association, or radio or television station when the purpose of the request is obtaining information for publication or broadcast, and for a request by a nonprofit organization for the conduct of educational research. Duplication includes fees for paper printing, specialized documents, printing from electronic media or microfilm, copying onto electronic media, transmission by facsimile or other electronic means, and other methods of duplication.

Resources: Public Records Policy #801, and #801 Attachment