



Public Records Requests – Fee Guideline Form KDB-E2

1. Fees Charged
 - a. A fee of \$1.25 will be charged for each page.
 - b. A fee for staff research/preparation time may apply. If the District, in response to a specific request, manipulates data to generate a record in a form not used by the District, a fee based upon the hourly salary of the District employee (or District's agent) who compiles and manipulates the data will be charged, unless actual costs exceed that amount.
 - c. If the information requested is voluminous in nature, the District may provide the data on a computer disk in a protected format. Costs shall include the cost of the disk and may include staff preparation time as permitted by state law.
2. Fee Payments
 - a. Fees totaling \$25.00 or less shall be made in full at the time of the release of information.
 - b. Fees in excess of \$25.00 shall be paid as outlined in the Public Records Request and Payment Agreement Form KDB-E.
 - c. Fees shall not be waived unless determined by the District as outlined below.
3. Fees Waived

Fees may be waived at the District's discretion under the following circumstances.

 - Public records requested are current reports or publications which have been prepared for wide-spread or committee distribution. (Current would be a record produced within 30 days from the date of the request.)
 - For public records that are the result of computer output other than word processing, such fees may be reduced or waived if the electronic services and products are to be used for a public purpose, including public agency program support, nonprofit activities, journalism, and academic research.
 - Fee reductions and waivers shall be uniformly applied among persons who are similarly situated.
 - Fee waivers shall be determined by the superintendent or his/her designee.