

**POLICY 801 – PUBLIC RECORDS
FEES AND CHARGES**

The Office of Open Records establishes the following fee structure in accordance with the Right-to-Know Law and was adopted by the Everett Area School District Board of Directors February 19, 2009, as part of Policy 801 with the following exception: The school district expressly reserves the right to exercise discretion to adopt a different fee structure for redaction and retrieving of records as permitted by Section 1307(g). Section 1307(g) permits the imposition of fees if the agency necessarily incurs costs for complying with the request. “No fees may be imposed for an agency’s review of a record to determine whether the record is a public record, legislative record or financial record subject to access in accordance with the Act.”

Fee Structure

Record Type	Fee
Photocopies	
1 side of a standard 8.5” x 11” page.....	\$.20
1 side of any irregular-sized page.....	\$.25
Specialized Documents	Actual Cost
For example, but not limited to blue prints, color copies, non-standard sized documents	
Conversion to Paper	Same as Photocopy Fees
Conversion to Electronic	\$.10
Postage	Actual Cost
Certified Copies	\$5.00 per record

Inspection of Redacted Records:

If a requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the agency shall redact the non-public information. The district will not charge the requester for the redaction with the stated exception. However, the agency will charge for the copies it must make of the redacted material in order for the requester to view the public record. The fee structure outlined above will apply. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee will be charged.

Prepayment:

Prior to granting a request for access in accordance with the Act, an agency may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.

Once the request is fulfilled and prepared for release, the Office of Open Records recommends that the agency obtain the cost of the records prior to releasing the records. The school district will follow this in order to avoid situations in which the agency provides the records and the requester fails to submit payment.