

DUPLICATION EXPENSES

The Board establishes reproduction expenses. A public records notice shall be displayed in designated locations throughout the district and procedures shall be developed to implement this policy.

- A. Costs of copying and reproduction of records where equipment is available.
 - 1. Twenty-five cents for the first page and ten cents for each additional page.
 - 2. There will be no cost charged for clerical employees' time in photocopying any fewer than 25 copies.
 - 3. If more than 25 pages are to be copied, then an hourly charge of \$10.00 per hour shall be paid in advance by the person making the request on a ¼ hourly basis.
 - 4. The actual cost to the school district of the tapes or other medium used for reproduction shall also be paid by the person making the request.

- B. Costs of reproduction of records where equipment is not available within the school.
 - 1. If equipment necessary for any reproduction is not available within the district, then the school will rent whatever equipment is necessary to perform the function and will bill the requestor for such rental fee. The cost charged will be the actual costs paid by the school district to the third party vendor.
 - 2. Items in such a situation would include but would not be limited to microfilm or fiche or ultra fiche reproduction equipment, assorted computer hardware and software.
 - 3. The actual cost to the school district of the tape or other medium used for reproduction shall also be paid by the person making the request.