

**SCHOOL DISTRICT OF CLAY COUNTY
FEE SCHEDULE FOR DUPLICATION OF
PUBLIC RECORDS REQUESTS**

.07-.15/page	Large quantity request for single sheet copy machine duplications, or manuals, contracts, etc. <u>plus additional actual cost incurred for labor cost of personnel providing the service.</u>
.15/page	Personnel records or other single sheet one-sided duplications for paper size of up to 8-1/2" x 11" <u>for up to three (3) copies. Multiple or additional copies will be charged additional actual cost incurred for labor cost of personnel providing the service.</u>
.20/page	Personnel records or other single sheet two-sided copy machine duplications for paper size of up to 8-1/2" x 14" <u>for up to three (3) copies. Multiple or additional copies will be charged additional actual cost incurred for labor cost of personnel providing the service.</u>
.30/page	Personnel Records or other single sheet duplications for computer copies <u>requiring extensive use of information technology resources, computer programs and/or other electronic resources, plus actual cost incurred for labor cost of personnel providing the service. of records retrieved and printed from Optiview and/or TERMS.</u>
.40/page	<u>Additional service charge per page for record retrieval and/or compilation and duplication</u>
.65/page	Subpoenaed Employee Records – Includes applicants, current employees and past employees, <u>plus actual labor cost incurred for labor cost of personnel providing the service.</u> – Payment required prior to duplication of files.
Actual hourly rate of employee's time <u>plus applicable per page charge</u>	E-mail, Telephone, and Written Record Requests for specific information which <u>requires research, compilation and/or duplication of specific records.</u>
.50/page	Labels – <u>Plus actual labor cost incurred</u>
.65/page	Computer output – <u>Material readily available, no employee time involved</u>
\$3.00/each	Attendance Zone Maps/ <u>photographs, plus actual labor charge and overhead associated with duplication.</u>
\$7.00/each	<u>Diskette/CD/DVD</u>
NC	Student Records (for transfer, and up to two copies of college/job applications). <u>Additional copy machine/Optiview copies, including subpoenaed records, charged at .15/page fee listed above</u>
NC	Employee's Record (single copy duplication for the employee's use, up to three (3) copies. Multiple or additional copies charged under "Personnel records" fees listed above.
\$5.00-7.00 each	<u>Video Tape/Audio Tape, plus actual cost for labor charge of employee providing service and any overhead associated with duplication and/or equipment use.</u>
\$5.00 each (complete)	<u>Audio Tape (If the request is for only a portion and requires interruption, cost will be \$10.00)</u>
\$1.00 per page	<u>Any and all Color Copies, Notarized Copies, or documents certified by staff as "copy of original."</u>
NC	<u>Duplication of information requested by School Board Members for their own personal use</u>