



# Derry Township School District

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No. 801-AR-2

Derry Township School District

Administrative Regulation

## 801-AR-2. FEES FOR PUBLIC RECORDS REQUESTS

Section 1307 of the Right-To-Know law requires the Office of Open Records to establish a fee structure for Commonwealth Agencies and Local Agencies. The Derry Township School District's fee structure is approved in accordance with Section 1307 and the Office of Open Records fee structure. The Derry Township School District fee structure is set as follows:

### Fee Structure

Record Type	Fee
1. Copies: (single sided copy or one side of a double sided copy)	.25 per page
2. Certification of a Record:	\$1.00 per record
3. Specialized Documents: (Ex. Blue print, color copy, nonstandard size)	Actual Cost
4. Facsimile/Microfiche/Other Media:	Actual Cost
5. Redaction Fee:	No redaction fee
6. Conversion to paper:	Lesser of paper copy or Duplication in original Medium
7. Postage Fees:	Will not exceed actual cost

**Prepayment:** Prior to granting a request for access in accordance with this Act, the Derry Township School District requires a requestor to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.00. Once the request is fulfilled and prepared for release, the Derry Township School District will obtain the cost of the records prior to releasing the records to the requestor.