

NORTHERN TIOGA SCHOOL DISTRICT

Fee Structure

<u>Record Type</u>	<u>Fee</u>
Copies (A “photocopy” is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5” x 11” page)	25 Cents Per Page
Certification of a Record	\$1 per record, not per page. Please note that certification fees do not include notarization fees.
Specialized Documents For example, but not limited to, blue prints, color copies, non-standard sized documents	Actual Cost
Facsimile/Microfiche/Other Media	Actual Cost
Conversion to Paper	If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium.
Postage Fees	Fees for Postage May Not Exceed the Actual Cost of Mailing

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, Northern Tioga will redact the non-public information. There will not be a charge for the redaction. However, Northern Tioga 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: If the fees required to fulfill a request for access in accordance with the Open Records Law are expected to exceed \$100, prepayment is required prior to granting the request. Once the request is fulfilled and prepared for release actual costs will be determined and full payment must be received prior to releasing the records.