

## **Merrill Area Public Schools**

### **PUBLIC RECORDS FEE SCHEDULE**

#### **Costs of Locating Documents**

Most of the District's records are readily available, or can be located in a relatively short period of time. There will be no fee imposed upon any person who requests a record if the actual, necessary and direct costs of locating that record do not exceed \$50.00.

Some of the records of the District are in off-site storage, archived, not on-line of the District's computer or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the costs of locating a record will exceed \$50.00, the official legal custodian will seek prior written approval of the requester before proceeding. In addition, the custodian will endeavor, but will not be required to provide an estimate of the total anticipated costs for locating the record.

The District will determine the cost of locating a record by using the current hourly rate for employees involved in attempting to locate the record.

#### **Reproduction Expenses**

1. Costs of copying and reproduction of records:

- \$.10 per page (each side).
- There will be no cost charged for clerical employees' time in photocopying any fewer than 20 pages.
- If more than 20 pages are to be copied, then an hourly charge of \$18.00/hour shall be paid in advance by the person making the request on a 1/4 hour basis.
- The actual cost to the District of a CD, DVD or other medium used for reproduction shall also be paid by the person making the request.

2. A requester shall not be permitted to make his/her own copies of a record.

#### **Disputes**

The official legal custodian of the records of the District shall report any disputes which arise under this fee schedule to the Board of Education and shall recommend such modifications and revisions as he/she deems necessary.

### **Payment of Fees**

1. The official legal custodian of the records of the Authority may require the payment of costs provided herein in advance if the total amount exceeds \$5.00.
2. The official legal custodian of the records of the District may, at their sole discretion, elect to waive or modify the imposition of the costs provided for herein.

LEGAL REF.: Wisconsin Statutes 19.35(3)

CROSS REF.: 823.0 ACCESS TO PUBLIC RECORDS  
823.1 OFFICIAL PUBLIC RECORDS NOTICE

APPROVED: 6-23-04

AMENDED: 4-8-13