

BETHEL PARKS SCHOOL DISTRICT

THE BOARD OF DIRECTORS OF BETHEL PARK SCHOOL DISTRICT ESTABLISHING FEES UNDER THE RIGHT-TO-KNOW LAW.

RESOLUTION #18-2009

WHEREAS, the Pennsylvania Office of Open Records, pursuant to Section 1307 of the Right-to-Know Law, has established a fee structure in accordance with the law; and

WHEREAS, the Board of Education desires to establish fees consistent with the Fee Structure approved by the Pennsylvania Office of Open Records.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Board of Education of the Bethel Park School District that the following fees are hereby adopted pursuant to the Right-to-Know Law and consistent with the Fee Structure approved by the Office of Open Records as follows:

1. For a "photocopy" consisting of 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 per page.
2. For Certification of Records, a \$5 per record fee to certify a public record plus notarization fees.
3. For Specialized documents, such as color copies and non-standard sized documents, actual cost to duplicate.
4. For Facsimile/Microfiche/Other Media, the actual cost of duplication.
5. 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.
6. Postage Fees for the actual cost of mailing.
7. If a separate statute authorizes the School District to charge a set amount for a certain type of record, the District will charge the statutory amount.
8. Although no redaction fee will be charged, if a requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the District shall redact the non-public information and 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.
9. If the School District offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a requester, the

District may establish user fees specifically for the provision of the enhanced electronic access, but only to the extent that the enhanced electronic access is in addition to making the records accessible for inspection and duplication by a requester. The user fees for enhanced electronic access will be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access or any other reasonable method or any combination thereof to be determined by the School District. The user fees for enhanced electronic access must be reasonable, must be pre-approved by the Office of Open Records and shall not be established with the intent or effect of excluding persons from access to records or duplicates thereof or of creating a profit for the School District.

10. Prior to granting a request for access in accordance with this Act, an agency may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.

11. The requester must submit payment of the cost for the records prior to the records being released by the School District.

RESOLVED this 27TH day of January, 2009.

ATTEST:

BETHEL PARK SCHOOL DISTRICT

Matthew W. Howard
Board Secretary

By: _____
Donna M. Cook
President of the Board