



PROCESS/PROCEDURE TITLE:	ADMINISTRATIVE REGULATION No. 801-AR-2.a
REFERENCE QMS POLICY:	DOCUMENTATION REQUIREMENTS 4.2
REFERENCE BCTC POLICY:	801

PURPOSE/DESCRIPTION

Fee Schedule

PROCEDURAL DETAILS:

A public record will be duplicated for the requester, if duplication is requested.

The school will charge the following fees when a requester seeks to obtain a copy of a public record:

1. Photocopying
 - Standard-size 8.5” x 11” - 25¢ per single side page at a minimum or school cost per hire.
 - Nonstandard size - The school will assess reasonable fees for custom or nonstandard copies.
2. Print copy of non-paper record - 25¢ per page at a minimum or school cost per hire.
3. Certified copy - \$20 flat fee.
4. Electronic copy of a record – Electronic copies will be provided by means of computer compact disc (CD). For transfer of an electronic file to a CD, the charge is \$1 for the disk plus \$20 per hour with a minimum charge of \$20.
5. Redaction* – If redaction is required before the record can be accessed, the district will charge \$20 per hour with a minimum charge of \$20.
6. Mailing copy of a record – Actual cost of shipping or postage.
7. Incidental fees – Requesters are responsible for any incidental fees that may be incurred.

The total sum owed for the duplication, certification or transmission shall be paid in cash before the public record is given to the requester. If the duplication or transmission of a public record will cost one hundred dollars (\$100) or more, that fee must be paid in advance of the request being processed.

The requester shall be responsible for the payment of all shipping or postage charges associated with the delivery of a duplicate public record from the school to the requester.

All costs must be paid by certified check or money order made payable to the “Berks Career and Technology Center.”

*Redaction – is the eradication of a portion of a document while retaining the remainder where the public record contains information subject to access as well as information not subject to access.