

Calhoun County School District Copying of Public Records Procedures

In accordance with School Board Policy 3.51, charges for copies of public records will be based upon a Board-adopted fee schedule.

Public Information and Inspection of Records, School Board Policy 3.50 state all public records pursuant to Florida Statutes shall be available for inspection or copying at reasonable time during normal office hours of the District office or other offices in which records are maintained. Photocopying or other reproduction of any record shall be performed upon a person's request.

The following fees will be charged for photocopying or other reproduction of any record pursuant to F.S. 119.07:

- 15¢ per page, one-sided for hard copies of reports or other documents
- 20¢ per page, two-sided for hard copies of reports or other documents
- \$1 per page for a certified copy of a public record

Additional Charges for Review and Redaction. If the nature or volume of public records requested to be inspected, examined, copied or redacted pursuant to this paragraph is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by District employees, the District may charge, in addition to the actual cost of duplication, a service charge. The service charge shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service. "Information technology resources" means data processing hardware and software, personnel, facility resources, maintenance, and training.