D.C. Everest School District Public Records Fee Schedule

A location and processing fee of $20/hour of staff time will be imposed if the time exceeds two (2) hours. This includes searching for, identifying, and processing (both electronic and hard copies) responsive records, but does not include legal fees.

Public Records custodian may require prepayment of any fee imposed if the total amount exceeds $5.

	Fee	Explanation
Hard Copies	$.03 per page (black and white) $.08 per page (color) *Fees based on actual copy and paper cost* Applicable processing fee of $20/hour	Includes any paper records provided by copying a paper record or printing and electronic record.
Electronic Copies (email, pdf, flash drive)	**Paper to Digital** Applicable processing fee of $20/hour	Includes scanning physical documents and saving them into a digital format for electronic distribution.
	Digital to Physical **1.** Applicable processing fee of $20/hour **2.** Cost of physical medium: • 16 GB flash drive $5.60 each • 32 GB flash drive $7.00 each	Fees based on cost of physical flash drive and time spent moving the files.
	Digital to Digital Applicable processing fee of $20/hour	Includes copying records from one digital format to another for distribution.