Public Records Document Fees

Effective October 2007

			Qty	Amount
Board and Board Committee Materials				
Board Meeting Agendas or Minutes	$	No Charge		
Committee Agendas or Minutes	$	No Charge		
District Budget Documents	$	No Charge		
District Audited Financial Statements	$	No Charge		
General Documents Fees				
Copies (black and white) of Documents, 8½"x11"	$	0.25/page		
• 11"x17"	$	0.40/page		
Copies (color) of Documents, 8½"x11"	$	0.40/page		
• 11"x17"	$	0.70/page		
Copies of Bound Documents	$	8.00/document		
Photographs, 3"x5"photo	$	2.00/each		
• 5"x7"photo	$	5.00/each		
• 8"x10"	$	8.00/each		
• 11"x17"	$	15.00/each		
Audio Tape duplication	$	15.00/tape		
Facsimile of documents, limited to 20 pages	$	0.50 per page		
PDF of documents	$	0.75/page		
Certification of documents	$	5.00/certification		
Postage	$	actual cost		
Planning and Stewardships				
Bound Documents (existing)	$	10.00/document		
Drawings and Maps, scaled size				
• 11x17 and under	$	5.00/page		
• digital reproduction	$	8.00/page		
• photographic reproduction	$	8.00/page		
• Large Drawings and Maps (greater than 11x17)	$	3.00/sq.foot		
• digital reproduction, includes color adjustments/edits	$	20.00/hour		
Photographic Slides, up to 8½"X11"	$	2.00/each		
Digital Images / Reproductions				
Drawings and Maps, digital reproduction	$	1.00/sq.foot		
• scaled size	$	3.00/sq.foot		
• 11"x17" and under	$	5.00/sq.foot		
PDF of documents	$	0.75/page		
Compact Discs	$	$1.50/each		
Scan of original archival record (300 dpi, up to 8½"x11")	$	1.00/per scan		
• Over 300 dpi and 8½"x11"	$	2.00/per scan		
E-mail of electronic documents can not exceed 1mb in size	$	No Charge		

Office Use Only

Requestor: _____ Delivery Date: _____ Paid by: _____

Total	