

## **PGSD Administrative Regulation 820 – Fees and Charges**

The following fees and charges are applicable to all Board Policies where copies and other duplication requests are allowed or required by law.

### **Copies:**

Black and white	8 ½ x 11	.15 cents per page
Black and white	8 ½ X 14	.20 cents per page
Color		.50 cents per page

### **Fees:**

Hourly rates for the preparation, compilation, and copying (paper) of records and documents: \$28.00 an hour

Hourly rates for the preparation, compilation and copying of files to an electronic format: \$42.00 an hour

**Postage:** Postage fees will not exceed the actual mailing cost.

All fees will be reviewed periodically by the Superintendent to ensure they comply with the current costs of copying and the current hourly rate for personnel assigned to copy and media tasks as well as the fees for duplication established by the Office of Open Records pursuant to 65 P.S. Sec.67.1307.

Parties requesting copies will be invoiced by The Pottsgrove School District for the charges incurred in copying based on requests that are compliant with Board Policies or applicable law. Fees over one hundred dollars (\$100.00) must be prepaid before media or copy requests will begin. For all other fees, the requestor is expected to make payment at the time of delivery of the copies.