

Kelloggsville Public Schools

FOIA Fee Schedule

Kelloggsville Public Schools charges the following fees:

a. Manual searching for or reviewing of records

As of July 1, 2015, the hourly rate for a staff member capable of searching locating, and examining public records for disclosure is \$14.00 per hour. The hourly rate for a staff member capable of separating/deleting exempt information from non-exempt information for disclosure is \$18.00 per hour. Labor costs estimated and charged will be in increments of fifteen (15) minutes and all partial increments will be rounded down.

b. Computer searching and printing -- the actual cost of operating the computer plus charges for the time spent by the operator, at the rates given in paragraph (a) of this section.

c. Contracted Services -- If there is no employee capable of separating/deleting exempt information, as determined by the FOIA Coordinator, the District may utilize a contracted individual/firm. The name of the individual/firm will be included on the detailed itemization of fees. The total amount charged shall not exceed six times the state minimum wage. As of July 1, 2015, the maximum rate charged is \$48.90 per hour.

d. Photocopying standard size pages -- \$0.10 per page. FOI Officers may charge lower fees for particular documents where --

1. The document has already been printed in large numbers,

2. The program office determines that using existing stock to answer this request, and any other anticipated FOI requests, will not interfere with program requirements, and
 3. The FOI Officer determines that the lower fee is adequate to recover the prorated share of the original printing costs.
- e. **Photocopying odd-size documents** (such as punchcards or blueprints), **or reproducing other records** (such as tapes) -- the actual costs of operating the machine, plus the actual cost of the materials used, plus charges for the time spent by the operator, at the rates given in paragraph (a) of this section.
 - f. **Certifying that records are true copies.** This service is not required by the FOIA. If we agree to provide it, we will charge \$10 per certification.
 - g. **Sending records by express mail, certified mail, or other special methods.** This service is not required by the FOIA. If we agree to provide it, we will charge our actual costs.
 - h. **Performing any other special service that you request and we agree to** -- actual costs of operating any machinery, plus actual cost of any materials used, plus charges for the time of our employees, at the rates given in paragraph (a) of this section