



RECORD REQUESTS - SCHEDULE OF CHARGES

STUDENT RECORDS

- (1) Copies—\$2.00 to \$3.00. Complete Academic File is \$15.00. There is no cost for Special Education files.
- (2) Certified Transcript - \$2.00 each
- (3) Non-Certified Transcript (Copy) - \$1.00 each
- (4) Online requests will include a convenience fee of \$4.00 for processing

PUBLIC INFORMATION REQUEST

- (1) Standard paper copy—\$.10 per page
- (2) Nonstandard-size copy:
 - a. Diskette: \$1.00;
 - b. Magnetic tape: actual cost;
 - c. Data cartridge: actual cost;
 - d. Tape cartridge: actual cost;
 - e. Rewritable CD (CD-RW)—\$1.00;
 - f. Non-rewritable CD (CD-R)—\$1.00;
 - g. Digital video disc (DVD)—\$3.00;
 - h. JAZ drive—actual cost;
 - i. Other electronic media—actual cost;
 - j. VHS video cassette—\$2.50;
 - k. Audio cassette—\$1.00;
 - l. Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, bluebar, not including maps and photographs using specialty paper)—\$.50;
 - m. Specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic)—actual cost.
- (3) Labor charge:
 - a. For programming—\$28.50 per hour;
 - b. For locating, compiling, and reproducing—\$15 per hour.
- (4) Overhead charge—20% of labor charge.
- (5) Microfiche or microfilm charge:
 - a. Paper copy—\$.10 per page;
 - b. Fiche or film copy—Actual cost.
- (6) Remote document retrieval charge—Actual cost.
- (7) Computer resource charge:
 - a. mainframe—\$10 per CPU minute;
 - b. Midsize—\$1.50 per CPU minute;
 - c. Client/Server system—\$2.20 per clock hour;
 - d. PC or LAN—\$1.00 per clock hour.
- (8) Miscellaneous supplies—Actual cost.
- (9) Postage and shipping charge—Actual cost.
- (10) Photographs—Actual cost as calculated in accordance with § 70.9(5) of this title.
- (11) Maps—Actual cost as calculated in accordance with § 70.9(4) of this title.
- (12) Other costs—Actual cost.
- (13) Outsourced/Contracted Services—Actual cost for the copy. May not include development costs.
- (14) No Sales Tax—No Sales Tax shall be applied to copies of public information.

LEGAL (Subpoena, Court Order, etc.)

- (1) Retrieval Fee - \$15
- (2) Business Records Affidavit - \$25 each
- (3) Deposition by Written Question - \$25 each
- (4) True Copy (Apostille) - \$10 each
- (5) Certified Notary Copy - \$10 each
- (6) Postage and Shipping - Actual Cost
- (7) Online Services will include a convenience fee