

**Klamath County School District
Public Records Request Fee Schedule
Effective March 7, 2013**

Type of Fee	Fee or Formula
Copies	<ul style="list-style-type: none"> • \$0.25 per page • Oversized documents (greater than 11 x 17, as charged by vendor)
*Research and reproduction	<ul style="list-style-type: none"> • Salary plus fringe of minimum staff required, converted to hourly rate, per hour. • Full cost of District's legal counsel review, if required.
Reports	<ul style="list-style-type: none"> • Printing cost per copy
Bid plans and specifications	<ul style="list-style-type: none"> • Per copy printing cost (as charged by vendor)
Audit	<ul style="list-style-type: none"> • \$15.00
Budget	<ul style="list-style-type: none"> • \$15.00
Maps	<ul style="list-style-type: none"> • Per copy printing cost (as charged by vendor)
List and labels	<ul style="list-style-type: none"> • Calculated the same as the research formula, if no research, copy charge.
Computer program work	<ul style="list-style-type: none"> • Charge by research calculation formula with 1 hour minimum.
Photos – black and white	<ul style="list-style-type: none"> • Research formula plus cost of supply or vendor cost.
Postage	<ul style="list-style-type: none"> • Actual + cost of envelope.
Certifying copy of public records	<ul style="list-style-type: none"> • \$5.00
Flash drives	<ul style="list-style-type: none"> • \$8.00 per drive, plus staff time, with \$15.00 minimum, plus postage if mailed.
<p>*As used in this order, "research" includes the staff time required to locate, summarize, compile, or tailor a record and staff standby time incurred while a requestor is inspecting the record(s). "Reproduction" includes</p>	