

NORTH PENN SCHOOL DISTRICT

Administrative Regulations

1371

Community Relations

Reference: Board Policy # 1371

Public Record Duplication and Fees

Generally, a requester seeking to obtain a duplicate of a public record is required to appear in person to do so. In appropriate cases, the district may decide, in its sole discretion, to mail or otherwise deliver duplicate copies of public records to a requester.

The fees set forth shall not exceed the maximum charges established by any duly-promulgated regulations of the State Office of Open Records. The district reserves the right to revise these fees from time-to-time to ensure they comply with the maximum charges allowed by law.

The North Penn School District will charge the following fees when a requester seeks to obtain a copy and for conversion of an electronic record to paper:

- Printing copy of non-paper record - \$.10 per page
- Photocopying - \$.10 per page
- Certified copy - \$20.00 flat fee
- Electronic copy of record – Electronic copies of requests will normally be provided. For transfer of an electronic file the charge is \$20 per hour with a minimum charge of \$20.
NOTE: The district may want to avoid complete use of e-mail for public record transmission. Alternatively, the district could have a general rule of charging for e-mail, in order to avoid encouraging excessive requests; but provide for e-mail without charge when the district believes an e-mail response will be most convenient for the district and save personnel time compared to personal inspection.
- Redaction – If it is necessary to remove privacy content from any document (redaction) before the record can be accessed, the district will charge \$20 per hour, with a \$20 minimum.
- Facsimile transmission – If a request is made for facsimile transmission and the district chooses to provide facsimile transmission instead of personal pickup, the requester will pay \$.10 per page.

The total sum owed shall be paid before the public record is given to the requester. If the duplication or transmission of a public record will cost one hundred dollars (\$100) or more, that fee must be paid in advance of the request being processed.

The district, in its sole discretion, may decide to waive fees associated with the reproduction or delivery of public records if it deems it is in the public interest to do so.

The form used to request access to public records is attached and available in the office of Community Services/Community Education.

ATTACHMENT

Initiated: 8-1-13



REQUEST FOR INFORMATION

The North Penn School District recognizes that as a public body of the Commonwealth of Pennsylvania certain district documents are open for public inspection. Any member of the public may request the right to review and inspect specific public documents pursuant to the Pennsylvania Right-to-Know Act provided that said request, via this form, is submitted by email or in writing to North Penn’s Open Records Officer at openrecords@npenn.org or at the Educational Services Center at the address listed below. This office will make every reasonable attempt to provide the requested information in a timely and considerate manner. Please refer to NPSD School Board Policy 1371 for guidelines.

Anyone requesting information must complete the following information:

Name: _____ **Date:** _____

Address: _____

E-Mail: _____

Day Phone Number: _____

Information Requested and Description: _____

Signature: _____

Forms should be sent to the NPSD Open Records Officer:

Stephen Skrocki
401 East Hancock Street
Lansdale, PA 19446
215-853-1010

Or e-mail to Mr. Skrocki at OpenRecords@npenn.org

Official Use Only:
_____ Public Document _____ Non-Public Document
Date Requested ___/___/___ Five-Day Deadline: ___/___/___
Extension Required ___Y___N Date Provided ___/___/___
Request Provided Via: _____
No. of pages copied _____ Approved by: _____