

Copy Production Charges for Public Records

The Hoover City Board of Education shall respond to requests from members of the public to inspect and/or obtain copies of District records as authorized under the Open Records Act and other applicable laws. Public inspection and copying of District records shall be governed by the following terms and conditions:

If the records request is for copies from the current fiscal period or the previous fiscal period, the District will charge a fee of \$.25 per page. The District will charge a fee of \$.50 per page for the research and retrieval of archived records. These fees include inspecting records to segregate those that are not responsive, those that are not public records and those that are confidential and/or privileged. If applicable, the actual cost of postage and mailing supplies will be charged. No fee shall be charged for providing a copy of a student or public record if a specific law or regulation requires the copy to be provided without charge.

The District has no obligation to manipulate electronic data to create one or more new records in response to requests from members of the public. If the District in its discretion chooses to take such action, it may charge an additional fee not to exceed the actual cost of manipulating the data and generating the record.

The District may determine the format (i.e., hard copy, electronic data provided on compact disk, via e-mail or via another medium) in which its records will be produced for inspection and in which copies shall be provided, unless otherwise required by law.

If a requested record is a result of computer output other than word processing, the fee for a copy shall be based on recovery of the District's actual costs of providing the electronic service and product, together with a reasonable portion of the costs associated with building and maintaining the information system.

The District may require that any fees associated with the location, production and/or copying of records requested by members of the public shall be paid before the requested records are located, produced or copied.

In order to limit the disruption of regular District operations, the time spent in responding to records requests may be limited to a specified number of hours per day or per week.

In addition to the foregoing, the District may develop such rules and administrative guidelines concerning the inspection and copying of its records as are reasonably necessary for the protection of its records and the prevention of unnecessary interference with the regular discharge of the duties of departments and employees responsible for its records.