

# ALTOONA AREA SCHOOL DISTRICT

## FEE SCHEDULE TO OBTAIN COPIES OF RECORDS

<u>DESCRIPTION</u>	<u>COST</u>
1. <b>Postage Fees:</b>	Actual Cost
2. <b>Photocopies:</b>	Twenty-five (25) Cents per Page
3. <b>Specialized Documents:</b>	Actual Cost
4. <b>Certification of Record:</b>	One (1) Dollar per Record (excluding notarization fees)
5. <b>Conversion to Paper:</b>	If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium.
6. <b>Facsimile/Microfiche/Other:</b>	Actual Cost

All costs must be paid by certified check or money order made payable to the Altoona Area School District.