

Butler County Area Vocational-Technical School
Policy 801 Operations/Public Records
Fee Schedule

Section 1307 of the Right-To-Know law requires the establishment of a fee structure. Prepayment to Butler County Area Vocational-Technical School is required before records are released. The Open Records Officer may require a requester to prepay an estimate of the fees authorized below if the fees required to fulfill the request are expected to exceed \$100.

Copies (black and white copy of 8.5 x 11 page)	25 cents per page (single sided or one side of double-sided).
Certification	\$5 per record to certify. Fee does not include notarization fee.
Specialized Documents (example, but not limited to, blue prints, color copies, non-standard sized documents)	Actual cost.
Facsimile/Microfilm/Other Media	Actual cost.
Redaction Fee	None.
Conversion to Paper	If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser 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. See Section 1307 of the Right-To-Know Law.
Postage Fees	Actual cost.

Approved by Joint Operating Committee 5/7/09.