

TITLE: RECORD REQUEST FEES

1. Definitions.

1.1 Duplication. Duplication means the making of a copy of a record, or of the information contained in it, necessary to respond to a FOIA request or other request for duplicate records. Copies can take the form of paper, microform, audiovisual materials, or electronic records (for example, magnetic tape, disk, or compact disk), among others. The District will honor a requester's specified preference of form or format of disclosure if the record is readily reproducible with reasonable efforts in the requested form or format. Duplication shall also include review of records for the purpose of identifying confidential information and making redactions of confidential information that may not be disclosed.

1.2 Cost of duplication. Duplication fees will be charged to all requesters. For either a photocopy or a computer-generated printout of a record (no more than one copy of which need be supplied), the fee will be forty cents per page. For electronic forms of duplication, other than a computer-generated printout, the District will charge the direct costs of that duplication. Such direct costs will include the costs of the requested electronic medium on which the copy is to be made and the actual operator time, including time required to review records for the purpose of identifying confidential information that is not subject to disclosure, the time to make necessary redactions, and computer resource usage required to produce the copy. The cost of electronic duplication that involves the duplication of files on disc or thumb drive. The estimated direct cost of duplication using other forms of electronic media will be provided in advance of duplication.

2. Payment of fees. All duplication fees must be paid in advance of duplication and delivery of requested documents. If a request to inspect documents requires a review of the requested documents prior to disclosure for the purpose of identifying confidential information, the requestor shall be responsible for the reproduction of all document pages that require redaction in advance of inspection.

3. Waiver of fees. If required by law, duplication fees shall be waived. The requestor shall be responsible for identifying any authority that may warrant the waiver of fees.

4. Review Schedule. This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

Legal Authority: West Virginia Code § 29B-1-3

Board Adoption: July 21, 2014