

HIGHLAND COMMUNITY COLLEGE
POLICY ON FEE SCHEDULE FOR COLLEGE RECORDS

SUBJECT: Fee Schedule for Public Records

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BOARD OF TRUSTEE APPROVAL: 11/14/01

EFFECTIVE DATE: 11/15/01

During the 2000 Legislative Session, legislators made changes to the Kansas Open Records Act. Those changes clarified the procedures and responsibilities of those involved with requesting and responding to requests for institutional records defined to be open to the public.

Requests will be honored for documents in existence at the time of the request. We will act on requests as soon as possible. If it appears it will take some time to provide the records requested or notification of fees is required, a response will be provided within three business days of the request, estimating fees, and providing further information regarding our ability and plans to provide the requested records.

Fees:

- Copies (per page) \$.10
- Faxes (per page) \$ 1.00
- Mail Charge (first 5 pages) \$ 1.00
(additional 5-page increments) \$.25
- Search Charge (staff time per hour) \$25.00
- Computer Time (staff time per hour) \$60.00

Copies: The 10 cent copy charge is a per page charge to reimburse the College for routine costs of retrieving records which are requested with specificity and are held within the College's current file system.

Faxes: The Fax charge of \$1 per page includes those services required in copying a record, in addition to all domestic fax transmission costs.

Mail: The mail charge may be assessed in addition to the copy charge when mail service is requested. For up to and including the first five pages, \$1 may be charged, plus an additional 25 cents for up to and including each additional five pages.

Search: A search charge may be assessed when more than one-tenth of an hour of search or access time is required to determine the location of records not readily accessible, to determine what specific records meet the criteria of the request, to segregate public from non-public information, to access records from archives and other similar necessary services. For such services in providing access or copies, the \$25 per hour search charge may be assessed, to be billed by the tenth of an hour.

Computer Time: The computer time charge of \$60 per hour, also billed in tenths, is for staff time, including associated computer connect and processing time, for providing copies of records in available electronic format or for production of special computer-generated reports. The Official Custodian of the records will be the sole judge of the ability of the College to comply with any request for records in specific electronic format or the ability to produce any special computer-generated reports.

The College may provide an estimate of fees to be charged prior to providing records, and where such an estimate is provided, fees actually charged shall not exceed the estimate. The College reserves the right to require payment of any estimated charge for access to or copies of records be received before the work is performed to produce the records.