

UNIONVILLE-CHADDS FORD SCHOOL DISTRICT
740 Unionville Road
Kennett Square, PA 19348
Telephone: (610) 347-0970 – Website: www.ucfsd.org

<p>Schedule A – Board Policy No. 801 – Public Records List of Fees</p>

1. Postage. If the cost of postage exceeds \$1.00, the District will charge a requester a fee equal to the actual cost of mailing.

2. Duplication. The District will charge duplication fees as follows:
 - (a) Photocopies - .10 per page.
 - (b) Printing from a computer - .15 per page.
 - (c) Printing from archived media - .20 per page.
 - (d) Copying onto electronic media - \$3.00 per disc.
 - (e) Transmission by facsimile - \$1.00 per page.
 - (f) Transmission by e-mail - N/C if available.

3. Certification. The District will charge a fee of \$1.00 for each official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record.

4. Fee for Support Services. If the fulfillment of a request will require the District to assign an employee to the task for a period in excess of one-quarter hour, the requester will be charged a fee of \$8.00 for each subsequent quarter-hour.