



*North Allegheny School District*

*Administrative Offices  
200 Hillvue Lane  
Pittsburgh, PA 15237*

*Phone: 412-366-2100  
Fax: 412-369-0516*

### **Open Records Fee Schedule**

The North Allegheny School District will charge the following fees when a requester seeks to obtain a copy and/or the conversion of an electronic record to paper:

1. Printing copy of non-paper record – 25¢ per page, one-sided, black and white only.
2. Photocopying – 25¢ per page, one-sided, black and white only.
3. Conversion of an electronic copy of record to paper -- 25¢ per page, one-sided, black and white only.
4. Specialized documents (for example, but not limited to, blue prints, color copies, non-standard sized copies, etc.) – actual cost.
5. Mailing copy of record – If a request is made for mailing and the District chooses to mail the copy instead of personal pickup, the requester will pay the actual cost of shipping or postage.
6. Facsimile transmission – If a request is made for facsimile transmission and the District chooses to provide facsimile transmission instead of personal pickup, the requester will pay 25¢ per page.

If the duplication or transmission of a public record will cost one hundred dollars (\$100) or more, that fee must be paid in advance of the request being processed.

The total sum owed for the fulfillment of a request shall be paid before the public record is given to the requester.

The law provides that the District is only required to provide information in the format in which it currently exists. No new documents or formats are required to be created upon request.

January 01, 2009