



## Public Records Charges

Beginning July 1, 2016, FCSU will begin charging for Public Records requested. The Uniform Fee Schedule is posted at Central Office in the front lobby, and will also be posted in all schools. Charges will follow the Uniform Fee Schedule set by the state, as per 1 V.S.A. § 316 d. As of this date, the schedule is as follows, and can be found posted at: <https://www.sec.state.vt.us/archives-records/certifications-fees/uniform-fee-schedule.aspx>.

# Uniform Fee Schedule

Under 1 V.S.A. 316(d) the secretary shall adopt, by rule, a uniform schedule of public record charges for state agencies. The current rule was adopted November 14, 2003 and became effective on December 1, 2003. The schedule also applies, under 1 V.S.A. 316(e), to political subdivisions whose legislative bodies have not adopted a uniform schedule. The schedule does not apply to public records governed by fees otherwise established by law.

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## Uniform Schedule of Public Records Charges for State Agencies (CVR 04-000-002)

Pursuant to 1 V.S.A. 316(d) and Acts 1996, No. 159 section 1, the following fees are established as the actual cost of providing a copy of a public record:\*

1. For staff time involved in physically duplicating a record, \$.33 per minute after the first 30 minutes.
2. For senior-level staff time, and information technology specialists' time spent extracting data from databases or performing similar tasks necessary to comply with a request to create a new public record, \$.57 per minute.
3. For any other staff time for which cost can be charged and collected under this section, \$.45 per minute.
4. For photocopies, \$.05 per single-sided page, \$.09 per double-sided page for pages up to 8.5 by 14 inches.
5. For color photocopies, \$1.00 per single-sided page.
6. For computer-generated paper copies, \$.02 per page for pages up to 8.5 by 14 inches.
7. For computer diskettes, \$.28 each for 3.5-inch diskettes.
8. For compact discs, \$.86 each for write-once CD w/case, \$2.31 each for re-writable CD w/case.
9. For audio tapes, \$.81 each.
10. For video tapes, \$1.69 each.
11. For DVDs, \$2.00 each for write-once DVD w/case, \$4.00 each for re-writable DVD w/case.

*\*Note: there are fees for copies of public records that are established by statute that may override the fees established by this schedule.*