

**LAMOILLE NORTH SUPERVISORY UNION
SUPERINTENDENT'S OFFICE
REQUEST FOR PUBLIC RECORDS AND DOCUMENTS**

THE SUPERINTENDENT'S OFFICE STAFF WILL MAKE EVERY ATTEMPT TO HONOR YOUR ORDER FOR MATERIALS WITHIN THREE BUSINESS DAYS FROM THE DATE OF THE REQUEST. HOWEVER, DELAYS UP TO 30 DAYS MAY OCCUR DUE TO STAFF WORKLOADS AND OTHER DEMANDS.

DATE: _____ TELEPHONE NO.: _____

NAME: _____

ADDRESS: _____

MATERIALS REQUESTED (please be precise and specific):

COPY CHARGES: \$.05 per page requested or \$.09 per double-sided page.

(Note: Charges are for standard letter or legal sized documents. Additional charges will be incurred for large sizes.)

MAILING FEES: Up to 5 pages \$.50 plus \$.23 for each additional 5 pages.

COST OF STAFF TIME: If your request requires more than 30 minutes of a staff member's time to compile, in addition to above copying costs or mail fees, you will also be charged for the compilation time per the most recent VT Secretary of State fee schedule. (See Secretary of State Fee Schedule on back.)

Payment must be made in advance.

Per VSA Title 1 §316

SIGNATURE: _____

UNIFORM SCHEDULE OF PUBLIC RECORD CHARGES FOR STATE AGENCIES

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 database 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 pages, \$.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 DVD's \$2.00 each for write-once DVD w/ case, \$4.00 each for re-writable DVD w/ case.

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