



<http://www.southerntioga.org>

**“Together with Parents
and the Community. . .**

Ronald T. Boyanowski Administration Building

241 Main Street Blossburg, PA 16912

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An Equal Opportunity Employer in Compliance with Title IX, Title VI, and Section 504 of the PA Statutes

Joseph Kalata, Superintendent

Laura Perry, Business Manager

Karen Sick, Director of Food Services

Penny Crowell, Director of Human Resources

Dr. Barbara Kelly, Supervisor of Special Education

Dr. Brenda Freeman, Director of Curriculum & Technology

Open Records Fee Schedule

Record Type	Fee
Paper Copies:	\$.25 per page
Certification of a Record:	\$5.00 per record
Specialized Documents <i>For example, but not limited to, blue prints, color copies, Nonstandard sized documents</i>	Actual Cost
Facsimile/Other Media:	Actual Cost
Redaction fee:	No fee charged
Conversion to Paper:	\$.25 per page
Postage:	Actual Cost

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**\*Paper copy standard size** – cost of 25¢ per page. This fee applies anytime a record is copied to fulfill a request, including photocopying of a paper record or printing a copy of an electronic record. The District may charge a duplication fee for copies of redacted material it must make in order for a requester to view a public record. However, if the requester chooses to obtain these copies, the District will not charge an additional fee.

**\*Electronic copying** – Electronic copies will normally be provided by email attachment. The fee is 25¢ per page.

**\*Certified copy** – cost of \$5 per certified record regardless of the number of pages, plus any applicable duplication fees. If a requester asks for certification of multiple records, a separate charge may be assessed for each record certified.

**\*Mailed Copy** – pay the actual cost of postal fees plus any applicable duplication fees.

**\*Facsimile transmission** – actual cost of facsimile plus any applicable duplication and certification fees.

**\*Duplication in special formats** – If a request is made for duplication in a special format and the District chooses to comply; the fee will be the actual cost. Specialized formats include, but are not limited to: removable electronic storage devices, color copies, and nonstandard sized documents.