

**DOCUMENT REPRODUCTION
FEE SCHEDULE**

Date Approved: 11/17/2004

Policy Number: 8215

Rescinds Policy Number: KBC-R

Issued: 2/28/1979

It is the policy of the Orange County Schools to provide information included in the public domain to the public upon request as defined by state statute and local policy.

Due to the high cost of reproduction of material and the attending labor involved, it is necessary to charge a fee per document page copied. For non-school official business, reproduction charges will be levied as follows:

The cost per copy of a single page is .30.

1. Request is to be made in writing if the document is lengthy.
2. The request for document reproduction is to be made at least two (2) days in advance of the date needed, except in unusual circumstances.
3. The reproduction is to be done by an employee of the Orange County Schools.
4. This policy and procedure applies to all copiers owned and/or operated by the Orange County School System.