

## **Public's Right to Know/Freedom of Information**

1. A person who has the right to inspect a public record also has the right to request to be furnished a copy of the record.
2. The fee for copying public records will be \$0.25 per page unless actual costs exceed that amount.
3. If the district in response to a specific request manipulates data to generate a record in a form not used by the district, it may charge a reasonable fee not to exceed the actual cost of manipulating the data and generating the record. Fulfilling such a request will be at the option of the district.
4. If a requested record is a result of computer output other than word processing, the fee for a copy will be based on recovery of the actual costs of providing the electronic service and product together with a reasonable portion of the costs associated with building and maintaining the information system. This fee may be reduced or waived by the superintendent or designee if the electronic service or product is used for a public purpose.

Approved: November 9, 2010

LEGAL REF.: C.R.S. 24-72-205 (*reasonable fee for copies*)

File: KDB-R

Swink School District #33, Swink, Colorado