

## NORTHWESTERN LEHIGH SCHOOL DISTRICT

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## **Open Records Fees Related to Copies and Mailings**

| Item                   | Cost   |
|------------------------|--|
| Each one (1) page copy | \$0.15   |
| Mailing of Documents   | As determined by the weight and cost of postage at time of mailing through the US Postal Service |
| Personnel Fees         | As determined by the time to process the Open Records documents                                  |

The Northwestern Lehigh School District will make every attempt to send the information to the requesting party through the requested media. However, the District will not convert records to the requested media if the document has not been created in the requested media.