

WALLINGFORD  SWARTHMORE  
SCHOOL DISTRICT

200 S. PROVIDENCE RD., WALLINGFORD, PENNSYLVANIA 19086-6334

**FEES FOR PUBLIC RECORDS REQUESTS**

The district will charge the following fees when a requester seeks to obtain copies or for conversion of an electronic record to paper:

1. Printing copy of non-paper record – 25 cents per page
2. Photocopying – 25 cents per page  
(A “photocopy” is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5” x 11” page)
3. Certification of a Record - \$1.00 per record, not per page. Note that certification fees do not include notarization fees.
4. Specialized Documents – actual cost  
(For example, but not limited to, blue prints, color copies, non-standard sized documents)
5. Mailing copy of record – actual cost of shipping or postage
6. Facsimile transmission – 25 cents per page