

**Oyster River Cooperative School District  
SAU #5, 36 Coe Dr, Durham NH 03824  
(603) 868-5100, ext 20 orcsd@orcsd.org**

**TO:** Central Office, Facilities, Food Service, Transportation staffs  
and Principals

**FROM:** Howard Colter, Superintendent

**DATE:** July 31, 2007

**RE:** Requests for copies of information by members of the public

As we are receiving more requests for copies of information, I now ask you to follow the below practice for assessing a reimbursement fee. This will be effective August 1, 2007.

Per subject matter\* or topic\* whether requested at one time or over several days:

Nine pages or under - no cost

Ten pages or over - .08 cents per page (for the total number of copies requested)

The .08 per page is for black & white paper copies or for pdf copies to be transmitted electronically.\*\*

When a request for information is made, please inform the requestor of this fee assessment and suggest payment at time of pickup. Checks can be made payable to "Oyster River School District." Prepare an invoice in duplicate; give one copy to the requestor; the other copy would go to the accounts supervisor (along with payment).

For your use, attached is a draft invoice.

\*If unsure, check with your immediate supervisor to determine if requests over several days are to be considered as part of one subject matter or topic.

\*\*When transferring a Word or Excel document from your file to someone with capabilities to open your attachment, no cost will be assessed.