

**DISTRICT FEES FOR PROVIDING EMPLOYEE PERSONAL INFORMATION**

The following will be applicable to providing personal information pertaining to persons employed by the District.

1. If a subpoena *duces tecum* is served on the District requiring the personal appearance in court by an employee delivering information, the District will charge the same witness fee and mileage permitted where the subpoena requires the witness to attend and testify before the court in which the action or proceeding is pending and any additional costs in accordance with Number 2.
2. If the subpoena can be answered by mail rather than personal appearance, the District will charge for preparation of information at the rate of \$24.00 per hour per person, computed on the basis of \$6.00 per quarter hour or fraction thereof, and \$10.00 per page for all copies of information.
3. When information is requested other than by subpoena, such information will be released only upon consent of the employee involved.
4. The same fees will be charged for all employee information other than those exceptions listed in Number 5.
5. Exceptions to this procedure may be made for schools and colleges and certain city, state, and federal agencies as determined by the Chief Administrative Services Officer.
6. Revenue will be deposited to account number 11-01-101003-670000-48899.

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