

Public Records Request Fee Schedule

Hard Copies	<p>Includes any paper records provided by:</p> <ul style="list-style-type: none"> • Copying a paper Record • Printing an electronic record 	<p>\$.02 per page (black and white) \$.07 per page (color) Fee calculation: copy and paper cost <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i></p>
Electronic Copies	<p>Includes any electronic records provided by: Email PDF DVD Flash Drive Other electronic format</p>	
	<p>Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution</p>	<p>Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>
	<p>Digital to Physical Includes copying records already in digital format onto physical medium for distribution.</p>	<p>Cost of physical medium: DVD – each: \$.013 (4.7 GB) Flash Drive - each \$5.02 (8 GB) \$6.53 (16 GB) \$10.08 (32 GB) \$18.52 (64 GB) \$32.21 (128 GB) \$53.81 (500 GB) \$60.14 (1 TB) \$74.83 (2 TB)</p> <p>Fee calculation: Cost of physical medium used</p>
	<p>Digital to Digital Includes copying records from one digital format to another for distribution (e.g., email)</p>	<p>Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>
Location Fees	<p>May only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records but does not include redaction.</p>	<p>\$25.00 per hour staff time (lowest possible hourly rate) <i>In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.</i></p> <p>State Records Center records retrieval fee if necessary (based on State Records Center rates, which are subject to change, currently \$3.05 per box) Fee calculation: staff time, cost from the Stat Records Center</p>
<p>* An authority may require prepayment of any fee imposed if the total amount exceeds \$5.</p>		