



Public Records Request Fee Schedule

<p>Hard Copies</p>	<p>Includes any paper records</p> <ul style="list-style-type: none"> • Copying a paper record • Printing an electronic record 	<p>\$0.25 per page (black and white) \$0.35 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>
<p>Electronic Copies</p>	<p>Includes any electronic records provided by:</p> <ul style="list-style-type: none"> • Email • PDF • DVD • Flash Drive • Other 	<p>Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i></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 additional 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): \$5.00 (4.7 GB) Flash drive (each): \$6.00 (8 GB) \$7.00 (16 GB) \$10.00 (32 GB) \$19.00 (64 GB) \$32.00 (128 GB) \$54.00 (500 GB) \$61.00 (1 TB) \$75.00 (2TB) 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 additional copy costs.</i></p>
<p>Location Fees</p>	<p>May only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records but does <u>not</u> include redaction.</p>	<p>\$18.60 per hour staff time (lowest possible hourly rate) <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i> State Records Center records retrieval fee, if necessary (based on State Records Center rates, which are subject to charge, currently \$3.05 per box) Fee calculation: staff time, cost from the State Records Center (PREPAYMENT REQUIRED)</p>
<p>Other Fees</p>	<p>House Moving: On-duty Officer/Squad Off-duty Officer/Squad</p> <p>Finger Prints:</p> <p>Paper Service:</p>	<p>\$55.00 per hour \$75.00 per hour</p> <p>\$10.00 per card</p> <p>\$55.00 per person per service attempt with a maximum of three (3) attempts per billing. (PREPAYMENT REQUIRED)</p>
<p>DMV Agent Fees</p>	<p>License Renewals: Title/Registrations:</p>	<p>\$10.00 \$17.55</p> <p><i>These fees are in addition to additional fees due to the DMV.</i></p>
<p><i>Unless otherwise noted, actual postage will be added to each of the above charges and, where applicable, sales tax is included.</i></p>		

An authority may require prepayment of any fee imposed if the total amount exceeds \$5.