



Public Records Request Fee Schedule

Hard Copies	<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>
Electronic Copies	<p>Includes any electronic records provided by:</p> <ul style="list-style-type: none"> Email PDF DVD Flash Drive Other 	
	<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): \$15.00 (64 GB) Flash drive (each): \$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>
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 <u>not</u> include redaction.</p>	<p>\$26.50 per hour staff time (lowest possible hourly rate) <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i></p> <p>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>
Other Fees	<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 / Cash Only</p> <p>\$55.00 per person per service attempt with a maximum of three (3) attempts per billing. (PREPAYMENT REQUIRED)</p>

Unless otherwise noted, actual postage will be added to each of the above charges and, where applicable, sales tax is included.

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