



## Minocqua Police Department

"An authority may impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law." Wis. Stat. § 19.35(3)(a).

### Public Records Request Fee Schedule

<b>Hard Copies</b>	Includes any paper records	\$0.25 per page (black and white) \$0.35 per page (color) Fee calculation: copy and paper cost <b><i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i></b>
	<ul style="list-style-type: none"> <li>• Copying a paper record</li> <li>• Printing an electronic record</li> </ul>	
<b>Electronic Copies</b>	Includes any electronic records provided by: <ul style="list-style-type: none"> <li>• Email</li> <li>• PDF</li> <li>• DVD</li> <li>• Flash Drive</li> <li>• Other</li> </ul>	
	Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution	Fee waived <b><i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i></b>
	Digital to Physical Includes copying records already in digital format onto physical medium for distribution.	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
	Digital to Digital Includes copying records from one digital format to another for distribution (e.g. email).	Fee waived <b><i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i></b>
<b>Location Fees</b>	May only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records but does <b><u>not</u></b> include redaction.	\$26.50 per hour   staff time (lowest possible hourly rate) <b><i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i></b>  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 <b><i>(PREPAYMENT REQUIRED)</i></b>
<b>Other Fees</b>	House Moving: On-duty Officer/Squad Off-duty Officer/Squad	\$55.00 per hour \$75.00 per hour
	Finger Prints:	\$10.00 per card / Cash Only
	Paper Service:	\$55.00 per person per service attempt with a maximum of three (3) attempts per billing. <b><i>(PREPAYMENT REQUIRED)</i></b>
<b><i>Unless otherwise noted, actual postage will be added to each of the above charges and, where applicable, sales tax is included.</i></b>		

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