



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

Hard Copies	Includes any paper records	\$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>
	- Copying a paper record - Printing an electronic record	
Electronic Copies	Includes any electronic records provided by: - Email - PDF - DVD - Flash Drive - Other	
	Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution	Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i>
	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 <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i>
Location Fees	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.	\$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> 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)
Other Fees	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. (PREPAYMENT REQUIRED)
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.