WAUTOMA POLICE DEPARTMENT
210 E. Main Street, Wautoma WI 54982
Phone: 920-787-4044 Fax: 920-787-4504
Paul Mott Chief of Police

Open Records Request
Fee Schedule

(May request deposit if estimate cost is over $5.00)
(All fees are due prior to release of the record.)

NOTE: *Requests made for videos, documents and photos will not be sent via email. They are to be picked up in person or sent via U.S. mail.*

Video Redaction Costs applied to Open Record Requests: Rate (+fringe) clerical staff.

i. **$45.38** per hour for Clerical Staff (Rate listed above is applied to time required to review and redact information on digital media that is saved to CD/DVD or USB or emailed.

Mailing / Shipping

i.	Postage	Actual Cost
ii.	Packaging	$1.00 per envelope
iii.	Larger Packaging	$5.00 package/media mail

Copies of Reports or records in our possession

(Photocopies will not be made for items brought to the office)
(A page is defined as one side of sheet of paper)

i.	Mailed or hand delivered	$.25 per page

Fax copies (above and beyond per page photocopy cost)

i.	Local Call	$1.00 per page
ii.	Long distance	$3.00 first page, $1.00 each extra

Photographs

i.	Up to 4 photos on 8.5 x 11 Sheet	$5.00 per sheet

Computer CD/DVD	$10.00 per CD/DVD
Digital Media - USB Drives	$16.00 – 16 GB
	$18.00 – 32 GB
	$24.00 – 64 GB

Prompt payment of said costs is required prior to release of records. Payments can be made by cash, check, or money order.