

Public Records Request Fee Schedule

Hard Copies	<p>Includes any paper records provided by:</p> <ul style="list-style-type: none"> • Copying a paper record • Printing an electronic record 	<p>\$ 0.02 per page (black and white) \$ 0.07 per page (color)</p> <p><i>In certain instances specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i></p> <p><i>No charge for requests under \$0.50.</i></p>																
Electronic Copies	<p>Includes any electronic records provided by: • Email • DVD • Flash drive • External hard drive • Other electronic format</p>																	
	<p>Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution</p>	<p>No fee</p> <p><i>In certain instances specialized skills or equipment, technology limitations, or other considerations 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:</p> <table style="width: 100%; border: none;"> <tr> <td>DVD (each):</td> <td style="text-align: right;">\$ 0.15 (4.7 GB)</td> </tr> <tr> <td>Dual-layer DVD (each):</td> <td style="text-align: right;">\$ 1.75 (8.5 GB)</td> </tr> <tr> <td>Flash drive (each):</td> <td style="text-align: right;">\$ 4.75 (16 GB)</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 5.50 (32 GB)</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 11.00 (64 GB)</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 28.75 (128 GB)</td> </tr> <tr> <td>External hard drive (each):</td> <td style="text-align: right;">\$ 38.00 (1 TB)</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 54.00 (2 TB)</td> </tr> </table> <p><i>In certain instances specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i></p>	DVD (each):	\$ 0.15 (4.7 GB)	Dual-layer DVD (each):	\$ 1.75 (8.5 GB)	Flash drive (each):	\$ 4.75 (16 GB)		\$ 5.50 (32 GB)		\$ 11.00 (64 GB)		\$ 28.75 (128 GB)	External hard drive (each):	\$ 38.00 (1 TB)		\$ 54.00 (2 TB)
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<p>Digital to Digital Includes copying records from one digital format to another for distribution (e.g., email).</p>	<p>No fee</p> <p><i>In certain instances specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i></p>																	
Location Fees	<p>Only imposed if the cost of location alone is \$50 or greater. Includes searching for and identifying responsive records but does not include redaction.</p>	<p>\$ 22.50 per hour of staff time (lowest possible hourly rate)</p> <p><i>In certain instances an employee with special skills may be needed to conduct a search. In these instances a higher hourly rate may be assessed.</i></p>																

Prepayment may be required if the total fee exceeds \$5.

Postage fees may be added when records are mailed.