

Public Records Request Fee Schedule

Hard Copies	Includes any paper records provided by: • Copying a paper record • Printing an electronic record	\$ 0.15 per page <i>In certain instances specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i> <i>No charge for requests under \$0.50.</i>																		
Electronic Copies	Includes any electronic records provided by: • Email • Flash drive • External hard drive • Other electronic format																			
	Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution	\$ 0.07 per page <i>In certain instances specialized skills or equipment, technology limitations, or other considerations 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: <table><tr><td>Flash drive</td><td>\$ 1.89 (2GB)</td></tr><tr><td>(each):</td><td>\$ 2.27 (4GB)</td></tr><tr><td></td><td>\$ 2.50 (8GB)</td></tr><tr><td></td><td>\$ 4.75 (16GB)</td></tr><tr><td></td><td>\$ 5.50 (32GB)</td></tr><tr><td></td><td>\$11.00 (64GB)</td></tr><tr><td></td><td>\$28.75 (128GB)</td></tr></table> <table><tr><td>External hard drive (each):</td><td>\$59.00 (1TB)</td></tr><tr><td></td><td>\$79.00 (2TB)</td></tr></table> <i>In certain instances specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i>	Flash drive	\$ 1.89 (2GB)	(each):	\$ 2.27 (4GB)		\$ 2.50 (8GB)		\$ 4.75 (16GB)		\$ 5.50 (32GB)		\$11.00 (64GB)		\$28.75 (128GB)	External hard drive (each):	\$59.00 (1TB)		\$79.00 (2TB)
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Digital to Digital Includes copying records from one digital format to another for distribution (e.g., email).	No fee <i>In certain instances specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i>																			
Location Fees	Only imposed if the cost of location alone is \$50 or greater. Includes searching for and identifying responsive records.	\$ 27.50 per hour of staff time (minimum possible hourly rate) <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>																		

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

may be added when records are mailed.

Effective July 1, 2024