

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>\$0.0135 per page (black and white) \$0.0632 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></p>																											
Electronic Copies	<p>Includes any electronic records provided by:</p> <ul style="list-style-type: none"> ● Email ● PDF ● DVD ● Flash drive ● Other electronic format 																												
	<p>Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution.</p>	<p>Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in 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-collapse: collapse;"> <tr> <td>DVD (each):</td> <td style="text-align: right;">\$0.13</td> <td style="text-align: right;">(4.7 GB)</td> </tr> <tr> <td>Flash drive (each):</td> <td style="text-align: right;">\$5.02</td> <td style="text-align: right;">(8 GB)</td> </tr> <tr> <td></td> <td style="text-align: right;">\$6.53</td> <td style="text-align: right;">(16 GB)</td> </tr> <tr> <td></td> <td style="text-align: right;">\$10.08</td> <td style="text-align: right;">(32 GB)</td> </tr> <tr> <td></td> <td style="text-align: right;">\$18.52</td> <td style="text-align: right;">(64 GB)</td> </tr> <tr> <td></td> <td style="text-align: right;">\$32.21</td> <td style="text-align: right;">(128 GB)</td> </tr> <tr> <td></td> <td style="text-align: right;">\$53.81</td> <td style="text-align: right;">(500 GB)</td> </tr> <tr> <td></td> <td style="text-align: right;">\$60.14</td> <td style="text-align: right;">(1 TB)</td> </tr> <tr> <td></td> <td style="text-align: right;">\$74.83</td> <td style="text-align: right;">(2 TB)</td> </tr> </table> <p>Fee calculation: Cost of physical medium used</p>	DVD (each):	\$0.13	(4.7 GB)	Flash drive (each):	\$5.02	(8 GB)		\$6.53	(16 GB)		\$10.08	(32 GB)		\$18.52	(64 GB)		\$32.21	(128 GB)		\$53.81	(500 GB)		\$60.14	(1 TB)		\$74.83	(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>Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>																												
Location Fees	<p>May only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records but does not include redaction.</p>	<p>\$22.54 per hour staff time (lowest possible hourly rate) <i>In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.</i></p> <p>State Records Center records retrieval fee, if necessary (based on State Records Center rates, which are subject to change, currently \$3.05 per box) Fee calculation: staff time; cost from the State Records Center</p>																											

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