

GOVERNMENT RECORDS REQUEST FEE SCHEDULE

PHOTOCOPY FEES:

- **\$0.25 per page** for standard size, black and white copies, which includes staff time to copy
- **\$0.40 per page** for standard size, color copies, which includes staff time to copy
- **\$1.00 per page** for 11 inch by 17 inch copies, which includes staff time to copy
- **Actual costs** for other odd-sized copies

DOCUMENT FAXING:

- **Free** except for telephone charges for long distance over 10 pages, which includes staff time to fax

FLASH DRIVES AND OTHER SUPPLIES:

- **\$20.00 per flash drive**, which includes staff time to make the flash drive
- **Other media/supplies:** actual cost

MAILING AND SHIPPING COSTS:

- **Actual mailing costs** if greater than \$2.00

STAFF TIME

required to search, compile, and otherwise prepare to provide a record:

- Actual cost, not to exceed the salary of the lowest paid employee who, in the discretion of the record's custodian, has the necessary skill and training to perform the request

OTHER SERVICES:

(Fees for third party services)

- Actual cost

