## Public Records Request Fee Schedule

| **Hard Copies** | Includes any paper records provided by:  
| | ● Copying a paper record  
| | ● Printing an electronic record | **$0.0135 per page (black and white)**  
| | | **$0.0632 per page (color)**  
| | | Fee calculation: copy and paper cost  
| | | *In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.* |

| **Electronic Copies** | Includes any electronic records provided by:  
| | ● Email  
| | ● PDF  
| | ● DVD  
| | ● Flash drive  
| | ● Other electronic format | **Paper to Digital**  
| | Includes scanning physical documents and saving them into a digital format for electronic distribution. | **Fee waived**  
| | | *In rare instances, specialized skills, equipment, or technology, may result in copy costs.* |

| **Digital to Physical** | Includes copying records already in digital format onto physical medium for distribution. | **Cost of physical medium:**  
| | | 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)  
| | | Fee calculation: Cost of physical medium used |

| **Digital to Digital** | Includes copying records from one digital format to another for distribution (e.g., email). | **Fee waived**  
| | | *In rare instances, specialized skills, equipment, or technology, may result in copy costs.* |

| **Location Fees** | 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. | **$22.54 per hour | staff time**  
| | | (lowest possible hourly rate)  
| | | *In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.*  
| | | **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 |

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

R (08/2018)