





## **Records Oversight and Copy Fee Schedule**

No Charge for a Records Requests if:

- No research or redaction is required
- The request is under 100 copies on paper no larger than 8 ½" x 11" (*Note: There is a 100 copy threshold per calendar year per person*)
- Less than 2 hours of copying or records oversight by personnel

If the above time or copies are exceeded than the following fee schedule will apply:

Black and White Copies	\$0.05 per page (not to exceed 8 ½" x 11")
Color Copies	\$0.10 per page (not to exceed 8 ½" X 11")
DVD Copies	\$1.00 each DVD
CD Copies	\$1.00 each CD
Printed Photos	\$2.00 each per 8 ½" x10" sheet
Oversized documents greater than 8 ½" x 11"	Net cost of duplication by outside vendor

Records examination oversight charge (for services beyond 2 hours in any calendar year) shall be charged at the lowest hourly wage plus benefit amount (at 25% of wage) of any employee qualified to assist in the records search and oversight beginning with the first hour.

Examination for redaction of confidential information shall be charged at the lowest hourly wage plus benefit amount (at 25% of wage) of any employee qualified to assist in the records search and oversight. Legal services concerning redaction examination shall be charged at actual cost charged to City by qualified counsel whether prosecutor (employee – actual wage plus 25% benefits) or city attorney's office (contract counsel at actual billed rate).

Records sought to be copied must be City records that actually exist. The City does not perform research projects for those who request records that require compilation. Records examination and copying must conform to available personnel to assure that regular City business can be maintained.

Prepayment is required for any records-related activities that exceed 2 hours during any calendar year. Prepayment amounts will be based upon good faith estimates of time and resources required. When records have been produced pursuant to a prepaid request and the amount prepaid exceeds actual costs, the City will refund any balance that is not expended in provision of services or copies. Copying will not be completed unless prepaid as required.

Serial records requests that are related to one another in any way will be treated as one request for purposes of calculating copying or records oversight charges during any calendar year.

Records produced pursuant to this fee schedule and the policy it accompanies shall not be used for mail or telephone solicitation as prohibited by law. A person requesting such records may be asked to affirm compliance with such requirement by signature on a request form or similar document.

To Enter an Electronic Signature to page 1 in Adobe Reader:

- \* Click on "View" > "Tools" > "Fill & Sign" > Open
- \* Click Pen icon and "Sign" at the top/middle of page. Click "Add Signature"
- \* Either 1) type your name and the program will convert it to a signature; 2) use your mouse and write your name; 3) Import a saved electronic signature
- \* Move mouse to the signature line and left click. Signature can be enlarged by clicking on the larger "A" icon. Signature block can be moved by left clicking on the box and holding the mouse button down while moving the box.