

FEES FOR COPIES OF PUBLIC DOCUMENTS UNDER PROVISIONS OF THE FREEDOM OF INFORMATION ACT

The following fees are hereby established, and ordered collected, for copies of public document and records as follows:

- a. A charge of ten cents (10¢) per page for requested photocopies reasonably accessible, not requiring research.
- b. If requested photocopy materials are not reasonably accessible, such photocopy costs will be outlined in Section a. above plus cost of actual research. In calculating search time for records, the public body must round down to the nearest 15 minutes. In calculating the cost of separating exempt from non-exempt information, the public body is limited to rate of the lowest paid person capable of separating limited to "6 times the state minimum wage", plus up to 50% of the labor charge to cover the cost of fringe benefits.
- c. A charge of ten dollars (\$10.00) plus one dollar (\$1.00) per page for copies of requested public records requiring certification as to authenticity up to fifty dollars (\$50.00).
- d. Documents and reports, i.e., Budgets, Annual Reports, Contracts, Departmental Reports, etc., to be sold at actual cost. Actual cost to be determined by provider of the respective document or report through factual evaluation.
- e. Requests may be made in writing. Fifty percent (50%) of estimated cost must be paid in advance, with balance payable upon receipt, plus postage where applicable, when the projected cost of the requested records will exceed \$50.00.

