

FEES for PUBLIC RECORDS Requests

The following fees may be assessed to individuals or groups who request copies of public records:

Cost of Reproduction	:	\$.25 per copy
Redaction Costs	:	Eliminate
Certification Fee	:	\$1.00
Postage	:	Actual cost
Specialized Documents	:	Actual cost
Microfiche/Facsimile	:	Actual cost
Conversion to Paper	:	If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium.