



Fiscal Year 2022/23 Fees and Charges

PUBLIC RECORDS

	2022-23 Fee	Unit	Notes
Printing / Copies – 8.5x11, 8.5x14, 11x17	\$0.25	Per page	
Printing / Copies – Large Format	\$10.00	Per page	
Digital Copies (PDF)	\$0.10	Per page	
Certified Copies	\$5.00	Each	
Copies of Digital Photos	\$1.00	Per photo	
CD of Digital Photos	\$10.00	Each CD	
Audio CD, DVD, or other media	\$15.00	Each Item	
Postage		Per transaction	Actual cost of postage
Open Records Check	\$20.00	Each	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged additionally. \$10 non-refundable search fee included.
Police Reports (fewer than 25 pages)	\$20.00	Per report	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged additionally. \$10 non-refundable search fee included. No charge for victim for first copy.
Police Reports (between 25 and 50 pages)	\$30.00	Per report	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged additionally. \$10 non-refundable search fee included. No charge for victim for first copy.
Police Reports (over 50 pages)	\$50.00	Per report	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged additionally. \$10 non-refundable search fee included. No charge for victim for first copy.
Staff Research and Review for Public Records Requests		Per transaction	Charge based on salary and fringe benefits of employee(s) charged with task, converted to an hourly rate. Charged in 15-minute increments with a 15-minute minimum.