



Public Records Requests Fee Schedule

Photocopies or printed copies	\$0.15 per page
Scanned records	\$0.10 per page
Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery	\$0.05/each 4 electronic files or attachment
Records transmitted in electronic format or for use of agency equipment to send records electronically	\$0.10/gigabyte
Thumb-drive	Actual cost, \$4.94
All items sent to Private copy shop	Actual charge plus postage and delivery
Any container or envelope used to mail records	Actual cost
Postage*	Actual cost: \$0.49 1 oz. First Class Letter \$2.67 Thumb drive, First Class Parcel

Costs effective 10/24/2017

*Postage costs subject to change in accordance with post office rates or delivery costs.