## **Public Records Request Fees**

## Fees below reflect actual costs of reproduction

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Hard Copies	Includes all paper copies	\$0.20 per page
<b>Electronic Copies</b>	Email	No Fee
	PDF, etc	In rare instances, specialized
	Not all records on file at BPD	skills, equipment, or technology,
	can be sent electronically due	may result in copy costs.
	to their size	
<b>Digital Copies</b>	Includes copying records	DVD \$1.00
	already in digital format onto	Flash Drive \$7.00
	physical medium for	In rare instances, requests for
	distrubution	records containing large amounts
		for digital data may require larger
		forms of medium thereby
		increasing the fee
Location Fees	May only be imposed if the cost	<b>\$16.00</b> per hour
	of location alone is \$50.00 or	In rare instances, an employee
	more. Includes searching for	with special skills may be
	and identifying responsive	necessary to conduct a search
	records but does not included	and a higher hourly rate may be
	redaction	assessed.
<u>Postage</u>	Includes direct costs	Current USPS postage rate.
	associated with mailing	