## Public Records Request Fees

## Fees below reflect actual costs of reproduction

| Hard Copies | Includes all paper copies | \$0.20 per page |
| :---: | :---: | :---: |
| Electronic Copies | Email <br> PDF, etc <br> Not all records on file at BPD can be sent electronically due to their size | No Fee <br> In rare instances, specialized skills, equipment, or technology, may result in copy costs. |
| Digital Copies | Includes copying records already in digital format onto physical medium for distrubution | DVD \$1.00 <br> Flash Drive $\mathbf{\$ 7 . 0 0}$ <br> In rare instances, requests for 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 of location alone is $\$ 50.00$ or more. Includes searching for and identifying responsive records but does not included redaction | $\$ 16.00$ per hour In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed. |
| Postage | Includes direct costs associated with mailing | Current USPS postage rate. |

