



Public Records Fee Schedule

Method of Release of Records	Fee
Inspection of Records	
Inspection of agency records on agency public internet web site or scheduled at agency officer.	No fee
Access or downloading records posted on City's public internet web site.	No fee
Standard Copies of Physical Records	
Size	
8.5 x 11 black and white or color	\$0.15 per printed page
8.5 x 14 black and white or color	\$0.15 per printed page
11 x 17 black and white or color	\$0.15 per printed page
Outsourced Copies any size	Vendor Invoice
Large Format Plans and Maps (Outsource only)	Vendor Invoice
Electronic Records	
Use of FTP or Cloud drive service or e-mailing records	\$0.10 per gigabyte <1 GB \$0.00 \$0.05 per every 4 files
Scanning physical records to electronic format	\$0.10 per page (single or double-sided)
USB or other Storage Device	Actual Cost*
Video or Audio Tape Reproduction	
Video or Audio Tape Reproduction	Vendor invoice
Mailing Physical Records or Storage Devices	
Mailing of physical records or electronic records on storage device	Cost of device plus the actual cost of envelope and postage.
Customized Service	
Data compilations prepared or access as a customize service (cost is in addition to copy fees above)	Actual Cost
Copy charges above may be combined to the extent more than one type of charge applies to copies released in response to a particular records request.	

*Actual cost of storage devices may fluctuate based on current purchase price. The City will retain an updated list of actual costs for electronic storage devices, which will be available upon request.