



Public Records Act Fee Schedule

Type of Record	Fee
Photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment to photocopy public records	0.15 per page
Public records scanned into an electronic format or for the use of agency equipment to scan the records;	0.10 per page
Electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery	0.05 for each 4 records
Transmission of public records in an electronic format or for the use of agency equipment to send the records electronically.	0.10 per gigabyte
Digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.	Actual Cost

For any records for which a fee will be charged that is estimated to be \$10 or more, the City will provide an estimated cost of fulfillment within five (5) days of the request to the requestor. The City will charge a 10% down payment of the estimate for these requests. The City will begin fulfilling the request after the 10% has been paid. An invoice will be sent along with the fulfilled request for the remaining, unpaid, portion of the fee.

For any records for which a fee will be charged that is less than \$10, the City will provide an estimated cost of fulfillment. An invoice will be sent along with the fulfilled request for the full fee for the records.