



Public Records Request Fee Schedule

1.	Photocopying paper records		
	a.	Black and white photocopies of paper up to 11 by 17 inches – if more than five pages	\$0.15 per page
	b.	Black and white photocopies of paper larger than 11 by 17 inches – city produced	\$5.00 first page \$1.70 each additional page
	c.	Color photocopies up to 11 by 17 inches – if more than three pages	\$0.25 per page
2.	Scanning paper records		
	a.	Scans of paper up to 11 by 17 inches – if more than five pages	\$0.15 per page
3.	Copying electronic records		
	a.	Copies of electronic records to public records portal – if more than five pages	\$0.92 per minute (\$2.00 minimum)
	b.	Copies of electronic records onto other storage media	Cost incurred by city for hardware plus \$0.92 per minute
4.	Other fees		
	a.	Photocopies – vendor produced	Cost charged by vendor, depending on size and process
	b.	Convert electronic records (in native format) into PDF format – if more than 15 minutes	\$50.00 per hour
	c.	Service charge to prepare data compilations or provide customized electronic access services	Actual staff cost
	d.	Photographic prints and slides	Cost charged by vendor, depending on size and process
	e.	Clerk certification	\$1.50 per document
5.	Geographic information systems (GIS) services		
	a.	GIS maps smaller than 11 by 17 inches	\$0.50 per page
	b.	GIS maps larger than 11 by 17 inches	\$1.70 per square foot
	c.	Custom GIS mapping and data requests	\$118.00 per hour (1-hour minimum)