

Fee Structure

| Record Type | Fee |
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| Copies: (A "photocopy" is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5" x 11" page) | Up to \$ 0.25 per page. |
| Certification of a Record: | An agency may impose reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record. The Office of Open Records recommends no more than \$5 per record to certify a public record. Please note that certification fees do not include notarization fees. |
| Specialized documents: (For example, but not limited to, blue prints, color copies, non-standard sized documents) | Actual Cost |
| Facsimile/Audio/Video/Other Media: | Actual Cost |
| Redaction Fee: | No Redaction Fee May be Imposed |
| Conversion to Paper: | If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium. (Sec. 1307(d)). |
| Postage Fees: | Fees for Postage May Not Exceed the Actual Cost of Mailing |