



“An authority may impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law.” Wis. Stat. § 19.35(3)(a).

Public Records Request Fee Schedule Estimates

<p>Hard Copies</p>	<p>Includes any paper records provided by:</p> <ul style="list-style-type: none"> • Copying a paper record • Printing an electronic record 	<p>\$0.15 per page (black and white) \$0.25 per page (color) Fee calculation: copy and paper cost <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i></p>
<p>Electronic Copies</p>	<p>Includes any electronic records provided by:</p> <ul style="list-style-type: none"> • Email • PDF • DVD • Flash drive • Other electronic format 	
	<p>Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution.</p>	<p>Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>
	<p>Digital to Physical Includes copying records already in digital format onto physical medium for distribution.</p>	<p>Cost of physical medium: Flash drive (each): Actual Device Cost Fee calculation: Cost of physical medium used</p>
	<p>Digital to Digital Includes copying records from one digital format to another for distribution (e.g., email).</p>	<p>Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>
<p>Location Fees</p>	<p>May only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records but does not include redaction.</p>	<p>\$22.51 per hour staff time (lowest possible hourly rate) <i>In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.</i> State Records Center records retrieval fee, if necessary (based on State Records Center rates, which are subject to change, currently \$3.05 per box) Fee calculation: staff time; cost from the State Records Center</p>

An authority may require prepayment of any fee imposed if the total amount exceeds \$5.