

**EXHIBIT C  
PUBLIC RECORDS REQUEST FEE SCHEDULE**

**Note: Multiple fees may apply to the same records request.**

See Methodology for detailed information on how charges are calculated.

Service/Size	Unit	Proposed Fee
<b>Records Available at No Cost</b>		
In-Person Records Inspection at a City Facility	Appointments available M-W from 8am-5pm.  Appointment time slots range from 30 minutes to 1 hour.	No Charge
Records on the City's Website	Direct web links to records already available on the City's website	No Charge
<b>Paper Copies</b>		
Standard Paper (11" x 17" or smaller)	Per side of paper	\$0.30  (1 piece of double-sided printed paper would be \$0.60)  <b>(See Methodology)</b>
Plotter Paper – 24" x 36" (Size D)	Per page	\$10.00 for the first page \$1.50 for each additional page
Plotter Paper – 36" x 48" (Size E)	Per page	\$20.00 for the first page \$3.00 for each additional page
Plotter Paper – Other Sizes	Per job requiring outsourcing	Actual cost of vendor's fees
<b>Copying Physical Records to Electronic Format</b>		
Scanning Fee  For records which do not exist in electronic format	Per minute  OR  Per scanning project if outsourced	<b>Actual cost: \$1.12/minute x number of minutes</b>  <b>(See Methodology)</b>  <b>Over 2 estimated hours or no equipment:</b> Project to be outsourced to a local professional scanning vendor. Vendor's actual costs will be charged.

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Copying Electronic Records		
Electronic Records Transmission Use of cloud-based data storage and processing service.	Per Request	<i>Not being requested at this time.</i>
Electronic File Flat Rate The cost of each original electronic file copied.	Per Record	<b>First 10 Records:</b> No Charge <b>11+ Records:</b> \$0.25 per Record <b>(See Methodology)</b>
Gigabyte Fee For requests with one GB or more of data.	Per gigabyte (GB) of files	\$.10 (Statutory Default Rate) Requests with less than 1 GB are not charged this fee
Video or Audio Tape Reproduction	Per job requiring outsourcing	Actual cost of vendor's fees
Copying Records to a Storage Device (USB drive, external hard drive, etc.)	Per minute	\$1.12 per minute spent copying records (plus cost of storage device, listed below) <b>(See Methodology)</b>
Other Records Fees		
Mailing Records	Per envelope/package	Actual cost to mail the records [includes envelope or container, postage, delivery fees, and staff time (\$1.12 per minute)] <b>(See Methodology)</b>
Digital Records Storage Device	Per device	Actual cost of the storage device
Technical Expertise to Prepare Data Compilations or Provide Customized Access to Data or Records	Per job requiring expertise	Actual cost of staff time or vendor's fees
Outsourced Copying Services from a Third-Party Vendor	Per job requiring outsourcing	Actual cost of vendor's fees
Credit Card Surcharge	Per Request	Actual cost of surcharge added to any transaction paid by credit/debit card.

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Police-Specific Records Fees		
Police Report or Collision Report  Police reports may include the case report with narrative or CAD notes if there is no narrative. <i>(Note: If a requester asks for dispatch calls, they will receive the police report with narrative or CAD notes if there is no narrative.)</i>	Per report	<b>Parties directly involved in the incident:</b> No Charge  <b>Parties not directly involved:</b> \$5.00 per report  <b>(See Methodology)</b>
Clearance Letter	Per letter	\$15.00  <b>(See Methodology)</b>

**Deposits**

If the estimated cost of producing requested records is \$50.00 or more, the City reserves the right to collect a 10% deposit of the estimated fees before beginning work on the request. After the deposit is received, staff will commence work. Once the records are available, communication will be sent to the requester for the total actual cost minus the deposit amount. The records will be provided after full payment is received. This applies whether records are produced in one installment or more.

**Examples of Fees**

**Example 1:** A request is made for all communication regarding a subject. Costs will be calculated utilizing Electronic File Flat Rate fee:

The following steps to copy records and ready them for disclosure to a customer:

- Exporting or downloading files from their original locations.
- Uploading the files.
- Confirming that all files were successfully uploaded.
- Renaming and labeling records if necessary.
- Making the files accessible to the customer.
- Providing instructions to the customer for how to access their record copies.

Fee = First 10 records at no cost, \$.25 each thereafter

1A. If the customer then requests these to be printed, additional costs will be calculated utilizing Paper Copies rate fee:

- Exporting or downloading the files to be printed.
- Preparing the records for printing on the copier.
- Printing the records.
- Counting the number of pages printed to ensure they equal the total of the digital copies.

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- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no extra pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

Fee = \$.30 per one sided page of standard size paper. Note: This fee is in addition to the Electronic File Flat Rate fee.

**Example 2:** A request is made for all police or dispatch calls for a certain police officer or date range. Police reports may include the case report with narrative or CAD notes if there is no narrative. *(Note: If a requester asks for dispatch calls, they will receive the police report with narrative or CAD notes if there is no narrative.)*

Inspection is not permissible due to security clearance issues. In this instance, costs will be calculated utilizing Police Reports or Collision Reports. Staff will:

- May provide a screen shot list of calls and the requester can indicate which calls they would like to receive electronic copies of.
- Export or download files from their original locations.
- Upload the files.
- Confirm that all files were successfully uploaded.
- Rename and label records if necessary.
- Make the files accessible to the customer.
- Provide instructions to the customer for how to access their copies.

Fee = \$5.00 per report

2A. If the customer then requests these to be printed, the costs above will be applied plus additional costs will be calculated utilizing Paper Copies rate:

- Exporting or downloading the files to be printed.
- Preparing the records for printing on the copier.
- Printing the records.
- Counting the number of pages printed to ensure they equal the total of the digital copies.
- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no extra pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

Fee = \$.30 per one sided page of standard size paper. Note: This fee is in addition to the Police Reports and Collision Reports fee.