



PUBLIC RECORDS REQUESTS

Category/Description	Fee Amount
Miscellaneous Fees	
Standard photocopies letter or legal, per page	\$0.15
Digital images (photocopier scans) of paper records, per page/side	\$0.10
For each four files or attachments	\$0.05
For each gigabyte of data uploaded	\$0.10
Alternative flat fee when the costs are estimated to be \$2.00 or more	\$2.00
Y-PAC video recording DVD/VHS. Recording fee is based on 15 minutes recording time. Actual cost may be more depending upon copying time.	\$5.00

\$2.00 of records is approximately:

- 14 pages of standard photocopies or legal
- 20 pages of scanned paper records
- 160 electronic files, not including potential GB charges

Additional charges, calculated per request:

- actual cost of any digital storage media or device provided for records (i.e. CD, DVD, thumbdrive, flash drive);
- actual cost of any container or envelope used to mail the copies of records;
- actual postage or delivery charge.