

Freedom of Information Act Requests — Fees and Rates for Public Records

- Documents transmitted in electronic format — No Charge.
- Copies — \$0.25 per page (8.5 × 11)
\$1.00 per page (oversized copies)
- Document search and/or compilation requiring more than a minimum amount of time by the staff to comply with a FOIA request — prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the request.
- If it is apparent that a FOIA request will require more than five hours of staff time to comply with the request, the county shall require a deposit not to exceed 25 percent of the total anticipated cost for reproduction of the records prior to the county searching for or making copies of the records. Upon payment of the deposit, the work will be performed. Documents will be provided to the requestor upon receipt of the full cost of the work.
- When, at the discretion of the county administrator, it is determined to be in the best interest of the taxpayers of the county to waive the requirements of this subsection, such fees and charges may be waived in whole or in part.