



OPEN RECORDS SCHEDULE OF FEES

TYPE OF INFORMATION, MEDIUM, SERVICE REQUESTED	FEE
Standard paper copy, per page (front and back is 2 pages)	\$.10
Oversize paper copy (11"x17")	\$.50
Specialty paper (Mylar, blueprint, blue line, map, photographic)	
Diskette	Actual Cost
VHS video cassette	\$2.50
Audio cassette	\$1.00
Magnetic tape, Data cartridge or tape cartridge	Actual Cost
Rewritable CD (CD-RW) and non rewritable CD-R)	\$1.00
Digital Video Disc (DVD)	\$3.00
Jaz Drive	Actual Cost
Other electronic media	Actual Cost
NOTARY FEES	
Acknowledgement, Certified Copies, Jurat's, Oaths and Affirmation	\$6.00
Labor Charges for locating, compiling and reproducing, per hour (If documents are not located in the immediate area)	\$15.00 PER HOUR
Overhead charge - % of labor charge	20%
Remote document retrieval charge	Actual Cost
Miscellaneous supplies	Actual Cost
Postage and shipping charge actual cost	Actual Cost
Photographs, Maps	Actual Cost
Return Check Fee	Actual Cost
Fax Charges	
Local – per page	.10
Long Distance (same area code) - per page	.50
Long Distance (different area code) – per page	1.00

A deposit WILL be required from anyone requesting copies for which the estimated cost is \$100.00 or more. The amount of deposit shall not exceed the estimated actual cost of the copies themselves and any related estimated personnel time.