



## Public Records Request Fee Schedule

**Photocopies** - The actual costs of producing hard copy records and will be generally produced two-sided when practicable. A two-sided copy will be charged as two pages, which includes the cost of the paper.

8 ½ "x 11" single-sided black and white photocopy = \$ .05

8 ½ "x 11" single-sided color photocopy = \$ .08

### **Certified Copies**

\$5 for first page/ \$2 for each additional page

### **Electronic Media** (provided by Jackson County)

1 GB Flash Drive = \$3.00

2 GB Flash Drive = \$5.00

Adobe pdf files – no charge

### **Postage**

Will be charged at rates set by the US Postal Service

### **Special Service Charge**

If a public records request were to require extensive use information technology resources or extensive clerical or supervisory assistance by personnel involved, a special service charge may be assessed, which shall be reasonable based on the actual cost(s) incurred for the extensive use of information technology resources or the labor costs of personnel providing the services. The requester will have the option of paying the charge or revising the request to narrow the nature or scope of the request.