## Public Records Request Fee Schedule

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<th>Included Services</th>
<th>Fee Calculation</th>
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| **Hard Copies** | Includes any paper records provided by: • Copying a paper record • Printing an electronic record | $0.15 per page  
Fee calculation: staff time + materials (e.g., paper, toner). |
| **Electronic Copies** | Includes any electronic records provided by: • Email • PDF • DVD • Thumb drive • Other electronic format  
**Paper to Digital**  
Includes scanning physical documents and saving them into a digital format for electronic distribution. | $0.07 per page  
Fee calculation: staff time. |
| **Digital to Physical** | Includes copying records already in digital format onto physical medium for distribution. | $1.87 + cost of physical medium:  
DVD (each): $0.14  
Thumb drive (each):  
$5.25 (2 GB)  
$5.53 (4 GB)  
$5.60 (8 GB)  
$5.93 (16 GB)  
$10.49 (32 GB)  
$19.59 (64 GB)  
Fee calculation: avg. staff time of 5 minutes calculated at a rate of $22.54 per hour + cost of physical medium used. |
| **Digital to Digital** | Includes copying records from one digital format to another for distribution (e.g., email). | $1.87  
Fee calculation: avg. staff time of 5 minutes calculated at a rate of $22.54 per hour. |
| **Location Fees** | May only be imposed if the cost is $50 or more. Includes searching for and identifying responsive records but does not include redaction. | $22.54 per hour | staff time (lowest possible hourly rate)  
+ $2.57 flat fee | email archive search  
Fee calculation: staff time + software licensing fee (based on annual fee associated with the email archive system, which is necessary to search DOJ’s email archives). |

*An authority may require prepayment of any fee imposed if the total amount exceeds $5.*