

Note: Total cost may vary according to specific request. Higher fees may apply to information or research provided by the Information Management Division.

1. Staff time required to locate, produce, summarize, or otherwise provide records (this does not include making copies; labor is included in the fee for copying):
 - A. Secretarial/clerical, \$25 per hour
 - B. Professional/technical, \$45 per hour
 - C. Information Management Division research analyst, \$63 per hour
 - D. Information Management Division, IT-Application Development and Computer Support Services, \$70 per hour
 - E. Actual attorney fees charged to the department for the cost of time spent by an attorney in reviewing the request and the actual records, redacting material from the public records, or segregating the public records into exempt and nonexempt records.

There is no charge for less than a half-hour of DCBS staff time. This minimum can only apply to one request per requestor per month.
2. Photocopies/microfilm, 25 cents per page (this includes labor). There is no charge for fewer than 40 pages. This minimum can only apply to one request per requestor per month. The only exception is the Insurance Division's public copier. Members of the public may use this copier and pay 5 cents per page, and the minimum number of pages does not apply.
3. Copies of existing mailing lists with labels, \$5 per 100 names, with no additional charge for staff time.
4. For computerized records include the following costs: \$.005 (½ cent) per record of output; plus professional staff time (cost above) to write program; plus charges for physical storage media, such as diskette, CD, or thumb drive.
5. Laser photos, \$1 per page plus staff time
6. Video tape, \$12.50; audio tape, \$5 (includes staff time), CD, \$6
7. Certified document, \$10 (includes staff time)
8. Other items that can be included in the cost of a copy:
 - Shipping charges (including postage).
 - Cost of fax transmission if long distance.
 - Printing costs.
 - Actual cost of any other supplies or services necessary to furnish the material.
 - Department of Administrative Services (DAS) or other external processing charges, actual charges for the job.