

PUBLIC RECORDS FEE SCHEDULE

a. Costs for paper copies: There is no fee for inspecting public records, and a requester may obtain standard black and white photocopies of up to ten pages at no charge. Fifteen cents (\$.15) per page will be charged if the request exceeds ten (10) pages. For example, a request for eleven (11) pages will cost \$1.65. If, at the City's discretion, materials need to be copied by an outside source either due to volume, current workload of City staff, or any other reason, the requester will be charged the actual amount invoiced to the City by the copying vendor.

b. Envelopes and/or packaging are charged at the actual costs of those supplies.

c. Postage is charged at the actual postage costs of such postage.

d. Costs for electronic copies: The cost of electronic copies shall be the actual cost of materials (such as a CD) and the cost to scan the records if scanning is necessary. There will be no charge for e-mailing electronic records to a requester, except where another cost applies. Ten cents (\$.10) per page scan fee will be charged for hard copy records that are scanned into electronic format if the request exceeds ten (10) pages to cover the cost of producing them in electronic format.

e. In the event a request is estimated to exceed \$25, the City may require the requester to deposit an amount not to exceed 10% of the estimated cost prior to the duplication of record(s).

f. Payment may be made by cash, check, or money order payable to the City of Des Moines.