

Policy for Collection of Fees for Public Records Requests

Pursuant to Wisconsin Statutes and City Code, the City shall collect the following fees for processing of public records requests:

Copy Charges:

1. Photocopies of standard sized (8 ½ x 11) documents will be provided at a charge of 25¢ per page. A two sided piece of paper with printing on both sides shall be charged as two pages copied.
2. Photocopies of documents larger than standard size will be charged at a proportionally higher rate based upon the size of the document. Copies of motor vehicle accident reports will be \$2.00.
3. Costs of copying audio or video recordings onto tapes, CD-ROMs or DVDs will be a minimum of \$5.00. Video recordings obtained from the Community Television Dept. will be \$10.00. These fees may be increased if the City's actual cost of copying the recording is greater than the fees listed here.
4. Costs for copying tapes, videos, photographs, oversized documents or other materials which must be copied or reproduced by a service outside of the City will be the actual cost of reproduction charged by the outside service.
5. If the requester wants the records certified, an additional \$5.00 fee will be added for the certification.
6. The City's actual postage costs for any records mailed will be added to the cost of the copies.

Locating Charges:

1. The City will charge for locating requested records if the cost of locating them is greater than \$50.00. Wis. Stat. §19.35(3)(c); City Code §1.80(5)(c).
2. The hourly rate used for calculating the locating charges shall be the hourly charge out rate of the lowest paid City employee who is capable, available and has the necessary access to locate the requested records and who works in the department of the records custodian or the City Attorney's Office.
3. Locating charges shall be determined by multiplying the hourly rate times the number of hours necessary to locate and compile the records.
4. City staff working on locating records in response to a records request shall keep track of the number of hours spent locating the records.

Prepayment of Charges:

1. If the copy charges and/or the locating charges are expected to be greater than \$5.00, the City will require prepayment of the estimated charges before filling the request. Wis. Stat. §19.35(3)(f); City Code §1.80(5)(e); *State ex rel. Hill v. Zimmerman*, 196 Wis. 2d 419 (Ct. App. 1995).
2. The records custodian or his/her designee shall estimate as accurately as possible the copy charges and the locating charges and shall notify the requester of the estimated charges and require prepayment of the estimated charges.
3. If the actual charges of copying and locating the records are different than the estimated amount, the City shall refund any overpayment or require additional payment if necessary.

Waiver of Charges:

The City, at the discretion of the legal custodian of the records requested or his/her designee, may provide records free of charge or at reduced rates in certain situations. Wis. Stats. §19.35(3)(e); City Code §1.80(5)(f).

Dated August 13, 2009