

Public Records Fee Guidelines

The College is committed to being as accessible as possible while remaining accountable for resource use. Therefore, the following cost recovery guide has been established:

Special Service Charge:

- If more than 30 minutes of College staff time is required to respond to the request for public records, a special service charge will be imposed. The amount of the charge will be dependent upon the nature or volume of public records requested to be inspected or copied and the degree to which it requires extensive use of information technology resources or personnel assistance by employees of the agency involved, or both.
- College staff time includes time spent searching for and or locating the requested record, reviewing for statutorily exempt information, deletion of statutorily exempt information, and preparing, copying, and re-filing of the requested record. Such charge is in addition to the actual cost of duplication.
- If multiple College departments are involved, the special service charge will be based on the aggregate amount of time expended by all personnel and information technology resources, if applicable.
- The charge for personnel resources will be no greater than the hourly rate, including benefits, of the lowest paid personnel capable of providing such services.
- When documents can be sent by email, we will do so in the interest of efficiency and to minimize costs.
- If the cost for providing paper or electronic copies of records is less than \$5.00, including postage and special service charges, the records will be provided at no charge as long as it is not cost-effective to collect such fees.

Collecting Recovered Costs:

- If fees are imposed for copies and/or the special service imposed, the requestor will be advised of estimated costs and payment will be collected prior to the processing of the request.
- If the actual costs incurred are less than such payment as estimated, the overpayment will be refunded to the requestor. The requestor will be required to remit additional monies upon release of the documents to pay for any costs in excess of the estimate.
- In the event the requestor fails to remit additional monies to cover costs in excess of the deposit, the requested public records will not be released.

Reducing Costs and Limiting Charges:

- Labor costs can be reduced significantly if requests include keywords as opposed to “all documents or emails.” Similarly, narrowing a request to certain individuals or divisions can greatly reduce the use of extensive labor.
- Many easily accessible records are available online for no charge and we will help to direct you to free online sources when possible.

Material Costs If Paper Copies are Requested:

- One-sided Copy: \$.15 per page; Double-sided copy: \$.20 per page if not more than 8½ x 14 inches
- All other copies Actual cost of duplication (material and supplies, not labor)
- Certified Copies: \$1.00 per page
- Packaging and shipping charges: Estimated costs may be changed to reflect actual cost incurred.