



Fee Schedule

**FREEDOM OF INFORMATION REQUEST FOR
PUBLIC RECORDS**

FOIA Activity	Associated Charges	# of Units	Subtotal Cost
<u>Staff Search/Retrieval Time</u> <ul style="list-style-type: none"> Every hour 	\$25.00		
<u>Redaction Time</u> <ul style="list-style-type: none"> Every hour 	\$25.00		
<u>Copies</u> Size 8½" x 11" and or legal <ul style="list-style-type: none"> Black and white Color 	.10¢ per page .20¢ per page		
<u>Over-size copies, CD's, DVD's & USB</u>	At cost		
<u>Accident or Incident Report</u> <ul style="list-style-type: none"> A copy of an accident or incident report will be charged a flat rate for the first 10 pages. Each additional page thereafter will be charged the Town's per page copy fee. 	\$5.00 for first 10 pages .10¢ per page thereafter the 10 th page		
Total Cost			

FOIA Requesting Party: _____

Date and Amount of Deposit (if applicable) _____

Town Department/Division: _____

Town Staff Receiving Payment: _____

Date/Payment Amount: _____