



Public Records Requests Fee Schedule

The County is permitted by law to recoup reasonable costs incurred in providing public records which can include retrieval, research, and duplication and preparation time. The requestor will be provided in advance with estimated cost for materials, labor and shipping or delivery. If you don't know the name of the record, describe the information you believe is contained in it.

COSTS:

- Standard Requests/Copies (8.5 x 11 or 8.5 x 14 in size) \$0.25 per page for black and white copies, and \$0.50 per page for color copies.
- Charges for larger size paper copies, maps, plats and other large documents are set by the applicable department.
- If the applicant requests the records be mailed or faxed, additional charges will apply. An itemized bill will be given to the applicant with payment due prior to release of the records.
- Fees are due whether the records are provided by paper or electronically.

INSPECTION OF PUBLIC RECORDS:

When a public inspection of records is requested, a custodian of those records will oversee inspection, retrieval, and re-filing. Appointments must be scheduled in advance. A labor charge will be imposed as set out herein.

LABOR:

No labor charge is imposed when a nominal amount of staff time is needed to respond to a request. If requests require more than 15 minutes of staff time, the charge is \$25.00 per hour with the minimum labor fee being \$25.00. The Commission will not charge for legal review or redaction necessary to withhold legally protected information.

Labor charges are in addition to the per page cost specified above and are due and payable even if no records responsive to the request are located, or in the event the requested records are subsequently determined to be exempt from disclosure.

DEPOSIT:

A deposit of \$25.00 is required when it is determined that more than 15 minutes of staff time will be needed to respond to a request. Final costs for records must be paid prior to delivery or review of the records.

FORM OF PAYMENT:

Deposits and final costs for records may be paid by cash, check, cashier check, or money order. Credit and debit cards are not accepted. If payment is made by cash, the exact amount is required; picture ID is required for payment by check. Checks must be made payable to Montgomery County Commission.