

## Calculating Fees for Public Records Requests

MESD calculates fees for responding to public records requests as follows:

1. Eight to ten cents per page for photocopies;
2. One dollar per page for records transmitted by fax;
3. Eight to ten cents per page for records transmitted by email. Large record requests may require more than one email for transmission;
4. Actual cost for use of material and equipment for producing copies of nonstandard records;
5. Five dollars per compact disk (CD) if the requester wants copies of the records placed on a CD. Due to the possibility of computer viruses, MESD will not allow requesters to provide their own CDs;
6. Labor charges which include researching, locating, compiling, editing or otherwise processing information and records. There will be no charge for the first 15 minutes, and a charge of \$25 to \$30 per hour following;
7. Actual delivery costs which include postage;
8. Actual per hour costs or fees charged to MESD for the cost of time spent by an attorney in reviewing the requested public records, redacting material from the requested public records or segregating the requested public records into exempt and non-exempt records; and
9. Any other actual cost(s) for locating, copying and other activities related to making the public records available.

MESD may require prepayment of estimated fees before taking further action on a request. MESD may reduce fees or allow a waiver of fees if MESD concludes making the record available primarily benefits the general public as a whole.