

Public Records Request Fees

Fees below reflect actual costs of reproduction

Hard Copies

Includes all paper copies

\$0.20 per page

Email

No Fee

PDF, etc

Electronic Copies

Not all records on file at BPD can be sent electronically due to their size

In rare instances, equipment copy costs



Digital Copies

Includes copying records already in digital format onto physical medium for distribution

DVD \$1.00

Flash Drive \$7.00

In rare instances, requests for records containing large amounts of digital data may require larger forms of medium thereby increasing the fee

Location Fees

May only be imposed if the cost of location alone is \$50.00 or more. Includes searching for and identifying responsive records but does not include redaction

\$16.00 per hour

In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.

Postage

Includes direct costs associated with mailing

Current USPS postage rate.

Supporting Documents

