



“An authority may impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law.” Wis. Stat. § 19.35(3)(a).

## Public Records Request Fee Schedule

<p><b>Hard Copies</b></p>	<p>Includes any paper records provided by:</p> <ul style="list-style-type: none"> <li>• Copying a paper record</li> <li>• Printing an electronic record</li> </ul>	<p><b>\$0.0135 per page (black and white)</b> <b>\$0.0632 per page (color)</b></p> <p>Fee calculation: copy and paper cost <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i></p>
<p><b>Electronic Copies</b></p>	<p>Includes any electronic records provided by:</p> <ul style="list-style-type: none"> <li>• Email</li> <li>• PDF</li> <li>• DVD</li> <li>• Flash drive</li> <li>• Other electronic format</li> </ul>	
	<p><b>Paper to Digital</b></p> <p>Includes scanning physical documents and saving them into a digital format for electronic distribution.</p>	<p><b>Fee waived</b></p> <p><i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>
	<p><b>Digital to Physical</b></p> <p>Includes copying records already in digital format onto physical medium for distribution.</p>	<p><b>Cost of physical medium:</b></p> <p>DVD (each): \$0.13 (4.7 GB) Flash drive (each): \$5.02 (8 GB) \$6.53 (16 GB) \$10.08 (32 GB) \$18.52 (64 GB) \$32.21 (128 GB) \$53.81 (500 GB) \$60.14 (1 TB) \$74.83 (2 TB)</p> <p>Fee calculation: Cost of physical medium used</p>
	<p><b>Digital to Digital</b></p> <p>Includes copying records from one digital format to another for distribution (e.g., email).</p>	<p><b>Fee waived</b></p> <p><i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>
<p><b>Location Fees</b></p>	<p>May only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records but does <b>not</b> include redaction.</p>	<p><b>\$22.54 per hour   staff time</b> <b>(lowest possible hourly rate)</b></p> <p><i>In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.</i></p> <p><b>State Records Center records retrieval fee, if necessary</b> (based on State Records Center rates, which are subject to change, currently \$3.05 per box)</p> <p>Fee calculation: staff time; cost from the State Records Center</p>

An authority may require prepayment of any fee imposed if the total amount exceeds \$5.