



Wisconsin Department of Justice  
Office of Open Government

“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>\$0.15 per page</b> Fee calculation: staff time + materials (e.g., paper, toner).</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>• Thumb drive</li> <li>• Other electronic format</li> </ul>	<p><b>Paper to Digital</b> Includes scanning physical documents and saving them into a digital format for electronic distribution.</p>
	<p><b>Digital to Physical</b> Includes copying records already in digital format onto physical medium for distribution.</p>	<p><b>\$1.87 + cost of physical medium:</b> DVD (each): \$0.14 Thumb drive (each): \$5.25 (2 GB) \$5.53 (4 GB) \$5.60 (8 GB) \$6.29 (16 GB) \$10.49 (32 GB) \$19.59 (64 GB) Fee calculation: avg. staff time of 5 minutes calculated at a rate of \$22.54 per hour + cost of physical medium used.</p>
	<p><b>Digital to Digital</b> Includes copying records from one digital format to another for distribution (e.g., email).</p>	<p><b>\$1.87</b> Fee calculation: avg. staff time of 5 minutes calculated at a rate of \$22.54 per hour.</p>
	<p><b>Location Fees</b> May only be imposed if the cost is \$50 or more. Includes searching for and identifying responsive records but does <b>not</b> include redaction.</p>	<p><b>\$21.00 per hour   staff time (lowest possible hourly rate)</b> + <b>\$2.57 flat fee   email archive search</b> Fee calculation: staff time + software licensing fee (based on annual fee associated with the email archive system, which is necessary to search DOJ's email archives).</p>

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