



## CHARGES FOR FOIA COPIES AND RESEARCH

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| <b>1. RECORDS SEARCH</b>                                     | <b>Lowest hourly pay rate of employee who is authorized to make the search for the requested materials</b> |
| <b>2. PAPER COPIES:</b>                                      |  |
| <b>a. Letter Size Copies (8 ½ X 11)</b>                      | <b>5 cent per copy</b>   |
| <b>b. Legal Size (8 ½ X 14)</b>                              | <b>10 cent per copy</b>  |
| <b>c. Ledger Size (11 x 17)</b>                              | <b>15 cent per copy</b>  |
| <b>d. Color Copies</b>                                       | <b>Add 10 cent per copy to the above charges</b>   |
| <b>e. Oversize Copies</b>                                    | <b>Actual cost of copying</b>  |
| <b>3. CD, DVD, or other electronic media making the copy</b> | <b>Cost of media plus prorated hourly wage of employee</b>   |