

## All Departments

For questions or additional information, please contact the legal custodian of the requested record.

Category/ Program	Fee Name	Unit	Fee	Authority for Fee	Effective Date of Fee	Notes	
<b>PUBLIC RECORDS</b>	<b>Physical (Hard) Copy</b> (Copying a paper record or printing an digital record)	page	\$0.25	BMC §1.02(4); Resolution December 18, 2017	01/01/2018		
	<b>Facsimile Copy</b> (Faxing a paper record)	each	\$3.00, plus \$.25/page				
	<b>Digital Copy</b> (Includes electronic copies provided by electronic mail, DVD, Flash or thumb drive or other electronic format)						
	<b>Physical to Digital</b> (Includes scanning paper records and saving them into a digital format for electronic (e-mail) distribution)	page	\$0.10				
	<b>Digital to Electronic Medium or E-Mail</b> (Includes copying records already in digital format onto electronic medium for distribution or for digital records sent via e-mail)	each	\$3.00, plus cost of the electronic medium, if any			<b>Electronic Medium</b> CD/DVD (each): \$1.00 Flash drive (each): \$7.50 (16 GB and under) \$15.00 (32 GB) \$25.00 (64 GB)	
	<b>Location Fees</b> (May only be imposed if the cost is \$50.00 or more. Includes searching for and identifying responsive records but does not include redaction)	hour	variable				
	<b>Irregular Record</b> If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.						
	<b>Mailing/Shipping Costs</b> If mailing or shipping is necessary, the actual cost thereof shall be charged.						
	<b>Prepayment</b> The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.						

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<b>PUBLIC RECORDS</b>	<b>Elected/Appointed Officials</b> Elected and appointed officials of the City shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.			BMC §1.02(4); Resolution December 18, 2017	01/01/2018		
	<b>Reduced Fee/Waiver of Fee</b> The legal custodian may provide copies of a record without charge or at a reduced charge where he or she determines that waiver or reduction of the fee is in the public interest.						
	<b>New Query Report from Database</b> (Request to create written report with existing database information when no prior report exists)	hour	variable				Initial set up fee for a new query report. Once report has been created, reproduction charges apply.  *The generation of a report of this kind is not required by law and may be fulfilled at the discretion of the legal custodian based upon available resources.
	<b>Audio/Video Record</b> (Request to copy video or audio recording; digital to electronic medium)						
	Duration of recording (1-30 minutes)	each	\$15.00, plus cost of the electronic medium			<b>Electronic Medium</b> CD/DVD (each): \$1.00 Flash drive (each): \$7.50 (16 GB and under) \$15.00 (32 GB) \$25.00 (64 GB)	
	Duration of recording (31-59 minutes)	each	\$20.00, plus cost of the electronic medium				
	Duration of recording (1-2 hours)	each	\$25.00, plus cost of the electronic medium				
	Duration of recording (over 2 hours)	each	\$30.00, plus cost of the electronic medium				
	"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). The charges and fees identified herein includes costs of searching for and identifying responsive records and does not include redaction.						
	<b>MISC FEES</b>	Non-Sufficient Funds (NSF) Fee	each			\$30.00	BMC §3.12; Resolution December 18, 2017