EPUD Fee Schedule
Responding to Public Records Requests

The fees for making records available for inspection and/or copying shall be reasonably calculated to reimburse for actual costs. The actual costs may include:

- Time spent locating requested records
- Reviewing records in order to delete exempt material
- Inspection of originals to protect the records
- Staff assistance during review and inspection of records
- Copying records that are not copyrighted materials
- Certifying true copies
- Sending records or copies by special methods such as express mail
- Summarizing, compiling or tailoring records, either in organization or media, to meet the request
- Reviewing and segregating records

Charges for a search may be required even if records are not located or are determined to be exempt from disclosure. Any overpayment of the estimated search fee will be promptly refunded.

If the estimated search fee is insufficient to cover the actual cost of the request, we will notify the requestor and seek authorization to continue. Final payment will be due prior to the delivery or inspection of the materials.

To help staff in calculating the cost of a routine search following are the fee guidelines to recover actual cost:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black and White Paper Copies</td>
<td>$.10</td>
</tr>
<tr>
<td>Color Copies</td>
<td>$.70</td>
</tr>
<tr>
<td>Documents on CD/DVD</td>
<td>$1.00</td>
</tr>
<tr>
<td>Fax Charge</td>
<td>$2.00 flat fee plus $.25 per page</td>
</tr>
<tr>
<td>E-mail</td>
<td>No additional Fees (only labor)</td>
</tr>
<tr>
<td>Postage</td>
<td>Actual Cost</td>
</tr>
</tbody>
</table>
| Research and Labor fees      | • Per hour charge based on salary and fringe of Executive Assistant (minimum $10 search fee)
                                 • Full cost of supervisor review, if required
                                 • Full cost of EPUD attorney, if required |

Note: Special requests not listed above will be calculated at actual cost.