

<u>Service Rendered</u>	<u>Charge</u>
Standard-size paper copy	\$0.10 per page
Nonstandard-size copy	
Diskette	\$1.00 each
Magnetic tape	
4 mm.	\$13.50 each
8 mm.	\$12.00 each
9-track	\$11.00 each
Data cartridge	
2000 Series	\$17.50 each
3000 Series	\$20.00 each
6000 Series	\$25.00 each
9000 Series	\$35.00 each
600A	\$20.00 each
Tape cartridge	
250 MB	\$38.00 each
525 MB	\$45.00 each
VHS video cassette	\$2.50 each
Audio cassette	\$1.00 each
Oversized paper copy	\$.50 each
Mylar (36", 42", and 48")	
3 mil.	\$0.85/linear foot
4 mil.	\$1.10/linear foot
5 mil.	\$1.35/linear foot
Blueline/blueprint paper (all widths)	\$0.20/linear foot
Other	Actual Cost
Personnel Charges: (See notes 1 & 2)	
Programming personnel (See note 3)	\$28.50 per hour
Other personnel	\$15.00 per hour
Overhead charge(20% of Total Personnel Charges)	X \$.20
Microfiche or microfilm charge	
Paper copy	\$0.10 per page
Fiche or film copy	Actual Cost
Remote document retrieval charge (See note 4)	Actual Cost
Computer resource charge (See note 5)	
Mainframe	\$10.00 per minute
Midsized	\$1.50 per minute
Client/Server	\$2.20 per hour
PC or LAN	\$1.00 per hour
Miscellaneous supplies (See note 6)	Actual Cost
Postage and shipping charge (See note 6)	Actual Cost
Photographs	Actual Cost

Other costs
Outsourced/Contracted services
No Sales Tax

Actual Cost
Actual Cost
No Sales Tax shall be
applied to copies of
Public Information

Charge Schedule Notes

- 1.)** A personnel, overhead or document retrieval charge should not be made for requests that are for 50 or fewer pages of readily available information in standard-size form, unless the pages to be copied are located in two or more separate buildings that are not physically connected with each other, or are in a remote storage facility. Buildings are not separate if they are connected by a covered or open sidewalk, an elevated or underground passageway, or a similar facility.
- 2.)** Personnel time should not be charged for the time spent by an attorney, legal assistant or other person to determine whether the requested information is exempted from disclosure.
- 3.)** A charge for programming time is made if the request requires a programmer to enter data in order to execute an existing program or to create a new program in order to access the information.
- 4.)** Where a charge is made for remote document retrieval, no additional personnel charge should be factored in for time spent locating documents.
- 5.)** A charge made to recover computer utilization cost is the actual time the computer uses to execute a particular program times the applicable rate. It does not include programming or printing time. No charge should be made for computer print-out time.
- 6.)** Actual costs of supplies - labels, boxes, etc.- necessary to produce the requested information and all postal and shipping charges necessary to transmit the information should be added to the total charge.