Record/Service Type	Statutory Maximum Fee	Notes
Inspection of Records	**No Fee**	No charge for locating records or making them available for in-office inspection.
Photocopies/Printed Copies	**$0.15 per page**	For photocopies of paper records or printed paper copies of electronic records.
Scanned Records	**$0.10 per page**	For paper records scanned into an electronic format.
Electronic Files Uploaded (Email/Cloud)	**$0.05 per each 4 electronic files or attachments**	Applies to files uploaded to email, cloud storage, or other electronic delivery.
Electronic Transmission (Data Size)	**$0.10 per gigabyte (GB)**	For the electronic transmission of records.
Digital Storage Media/Device	**Actual Cost**	Applies to the cost of a CD, DVD, USB drive, or other storage device provided by the agency.
Mailing/Delivery Container	**Actual Cost**	Cost of any container or envelope used to mail copies.
Postage/Delivery Charge	**Actual Cost**	Actual postage or delivery service charge.
Flat Fee Option	**Up to $2.00**	An agency may charge a flat fee of up to $2.00 as an alternative if the allowed costs are estimated and documented to be clearly equal to or more than $2.00.
Customized Service Charge	**Actual Cost**	May apply when the request requires IT expertise to prepare data compilations not used by the agency for other business purposes (requires advance notice to the requester).
Redaction of Body-Worn Camera Video	**Varies - often actual staff time**	An agency may charge the reasonable cost of redacting body-worn camera recordings, often calculated by the minute of staff time. (Exemptions apply for certain requesters).