

Attachment A

REQUEST FOR PUBLIC RECORDS – FEE SCHEDULE

The Benton-Franklin Workforce Development Council (BFWDC) fee schedule is developed to cover some of the costs associated with public records requests. BFWDC recognizes that significant time and materials may be necessary to process requests. The fee schedule may change depending on the actual cost at the time of request. Fees will only be charged to offset actual costs. These are guidelines to help you identify the cost you are responsible for.

Copy/Scan/Paper Charges

The current copy charge for black and white prints is \$.06 per page. Costs will be charged after 250 pages. Two-sided documents are charged as two prints. Rates are subject to change depending on the vendors' charge for such copies. Charges will be based on the actual cost at the time of printing.

The current copy charge for color prints is \$.0.10 per page. Costs will be charged after 100 prints. Two-sided documents are charged as two prints.

Paper charges will be incurred once copy charges are in effect at a rate of \$.01 per page. If any specialty paper is requested, charges will be calculated on actual costs.

Scanned documents are charged at the same rate as paper copies.

Electronic Media

Electronic media storage devices will be charged at the actual charge for the device. Storage devices will be chosen depending on the file size requirements.

Examples of storage device costs:

- 16GB Thumb Drive - \$15
- 32GB Thumb Drive - \$20
- 64GB Thumb Drive - \$25
- 128GB Thumb Drive - \$30

For security purposes, we do not allow outside storage devices to be used.

If documents must be scanned into electronic format first, scan charges will apply, as noted above.

Mailing/Postage

Costs for mailing requested materials either through paper copies or media storage will be charged at actual costs plus incurred mileage if applicable to get the package to a delivery site. Cost of packaging materials will also be charged at actual costs.

Customized Service Charges

If requests are made for the dissemination of electronic files through services or devices outside of BFWDC's normal operations, costs for related IT, staff time, and materials will be charged to facilitate the data exchange. The requestor will be notified if the request needs elevation to this level and may amend the request to alleviate these charges.

Agency Charges

If any request consumes a dedicated staff member to process and send a records request, charges will apply after 1 hour of such dedicated time. Charges will typically start at \$20 per hour, with only actual costs charged.

Other Considerations

For cost considerations, if a person makes multiple small requests within a 10-day period, those requests will be combined to calculate the total costs they are responsible for.

If the request for information contains documentation that BFWDC does not keep directly and must go to an outside source or contractor to obtain, their public records request fee schedule may also be applied to the request.

Direct Inquiries to:

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