

# Oak Creek Police Department

## Open Records Request Fee Schedule

*“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.” Wisconsin State Statutes §19.35(3)(a)*

<b>Hard Copies</b>	<p><u>Includes any paper records provided by:</u></p> <ul style="list-style-type: none"> <li>- Copying a paper record</li> <li>- Printing an electronic record</li> </ul>	<p>\$0.10 per page (Black &amp; White)                  \$0.15 per page (Color)  <u>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs</u></p>
<b>Electronic Copies</b>	<p><b><u>Includes any electronic records provided by:</u></b>                  Email, PDF, DVD, CD, OneDrive (file sharing) or any other electronic format</p>	
	<p><b><u>Paper to Digital:</u></b>                  Includes scanning physical records to digital format</p> <p><b><u>Digital to Physical:</u></b>                  Includes copying digital records to a physical format</p>	<p>CD/DVD (each):                 \$0.40                  OneDrive:                  - Minimum (less than 1GB)    \$1.00                  - 1GB but less than 5GB       \$5.00                  - 5GB or more                    \$10.00</p>
<b>Accident Reports</b>	Any MV4000 or MV4000e report, not to include any additional incident or supplement reports (either physical or digital format)	Flat fee of \$1.00 (each)
<b>Location Fees</b>	May only be imposed if the cost of location is \$50 or more. Includes searching for and identifying responsive records, but does not include redaction	Will be calculated at the hourly pay rate (including fringe benefits) of the person(s) locating records multiplied by the actual time expended to locate those records.
<b>Shipping</b>	Flat fees for shipping of any physical reports, documents or physical formats; that will not ship in a regular standard United States Postal Service envelope for regular 1st class shipping	<p>Medium Envelope:    \$1.50                  Large Envelope:     \$3.00                  Regular USPS Mailer: \$5.00                  Large USPS Mailer:  \$10.00</p>