YOUR LOGO

**Public Records Request Instructions and Fee Schedule**

1. Requests must be in writing using the public records request form.
2. Submit request to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or by fax at \_\_\_\_\_\_\_\_\_\_\_\_, or by e-mail at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. If inspection of documents is preferred over copies, such inspection shall occur during normal business hours (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from nonexempt materials. There is no research cost for the first ½ hour of staff time. Requestor must confirm to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to proceed with the request following receipt of the cost estimate.
5. If the estimated cost is $25.00 or more, \_\_\_\_\_\_\_\_\_\_\_ shall require payment in the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, SDAO will not release the documents until the fee is received in full.
6. If the estimated cost is less than $25.00, \_\_\_\_\_\_\_\_\_\_\_ will fulfill the request and present the requestor with an invoice to be paid before release of the documents.
7. If the record requested is in storage offsite at \_\_\_\_\_\_\_\_\_\_\_ document storage facility, a fee is charged for its retrieval.

**FEE SCHEDULE**

Photocopying charges:

* + 1-20 pages (per page) $0.50
	+ 21-50 pages (per page) $0.25
	+ 50+ pages (per page) $0.15

Research cost: Staff hourly wage, plus benefits (first ½ hr. free)