

ARTICLE IV PUBLIC RECORDS

Sec. 2-203. Fees for locating or reproducing public documents.

(a) Locating costs. Most of the town's records are readily available or can be located in a reasonably short period of time. There will be no cost for the photocopy/copies or for the first hour to locate said documents. There will be a \$20.00/hour after the first hour to locate and the actual cost of shipping/handling.

(b) Reproduction expenses.

(1) The custodian shall charge for each page of records which can be copied on a standard office copying machine.

(2) A fee as provided in section 2-301 shall be paid by the requesting party for clerical help in making the copies.

(3) If reproduction of records involves the use of equipment not ordinarily available in the offices of the town, the custodian shall charge the requesting party the actual cost to the town of procuring copies of such records, including any costs for rental of equipment or purchase of film, tape or other recording media.

(c) Disputes. The custodian shall report any disputes which arise under the fee schedule to the town board and shall recommend to the board any modifications or revisions as the custodian believes are necessary.

(Code 1987, § 1.22) (020717)

ARTICLE VII. FEES AND CHARGES

Sec. 2-301. Enumeration.

The following are a listing of administrative charges mentioned throughout this Code:

CHAPTER 2. ADMINISTRATION

TABLE INSET:

Section No.	Fee Information	Amount
2-203(a)	Fees for locating or reproducing public documents. There will be no cost for the photocopy/copies or for the first hour to locate said documents. There will be a \$20.00/hour after the first hour to locate and the actual cost of shipping/handling.	
2-203(b)	All photocopies are .25 per page All photocopies with regard to a public record request are free	
	Letter, 8.5"x11"	.25
	Letter, color	.50
	Legal, 8.5"x14"	.25
	Legal, color	.50
	Ledger, 11"x17"	.50
	Ledger, color	1.00
	Voter lists printed	20.00
	Electronic media	5.00

Note: A double-sided page is considered two copies.

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