



**PRA REQUEST DOCUMENT PRODUCTION COSTS**

<b>DESCRIPTION</b>	<b>FEES COVERING DIRECT COSTS OF DUPLICATION</b>
<p>Hardcopy records: photocopies or digital scans of unbound materials that can be reproduced on a standard office copier (8" x 11.5" or smaller, but not micrographic)</p>	<p>If less than 50 pages, \$0.30 per page</p> <p>If over 50 pages, an outside copy vendor will be used, who will bill the requestor directly.</p>
<p>Hardcopy records: materials larger than 8" x 11.5", bound books, cassette tapes, video tapes, microfilm, fragile media requiring archival conservation, or other materials that cannot be reproduced on a standard office copier.</p>	<p>An outside vendor will be used, who will bill the requestor directly.</p>
<p>Digital records in readily accessible formats (example: PDFs) that do not require programming or extraction by IT services to be produced and read outside of DCID systems.</p>	<p>No fee for delivery via email or a filesharing site.</p> <p>For delivery via CD/DVD: \$5.00 per disc.</p>
<p>Digital records in formats which require data compilation, extraction, and/or programming services in order to produce a copy of the record which may be used outside of DCID systems (examples: data stored in relational databases, large volume e-mail searches/productions).</p>	<p>Actual costs of producing a copy of the record, including the cost to construct a record, and the cost of programming and computer services necessary to produce a copy of the record when the request would require data compilation, extraction, or programming to produce the record.</p> <p>Fees will be based on current labor cost of classification performing the programming/extraction rounded to nearest quarter hour, minimum charge 15 minutes.</p> <p>If search cannot be completed in house, actual charges from an outside vendor.</p>