



Fiscal Year 2024-25 Fees and Charges

PUBLIC RECORDS			
	2024-25 Fee	Unit	Notes
Printing / Copies – 8.5x11, 8.5x14, 11x17	\$0.25	per page	
Printing / Copies – larger than 11x17	\$10	per page	
Digital Copies (PDF)	\$0.10	per page	
Certified Copies	\$5	each	
Copies of Digital Photos	\$1	per photo	
CD of Digital Photos	\$10	each CD	
Audio CD, DVD, or other media	\$15	each item	
Postage		per transaction	Actual cost of postage
Public Records Requests	varies	time	Free for 15 minutes or less. Longer requests will be charged at actual staff cost for all staff involved in fulfilling the request.
Open Records Check	\$20	each	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged for additional staff time. \$10 non-refundable search fee included.
Police Reports	\$33 + \$.25 per printed page	per report	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged an additional \$33.00 per 30-minute increment. \$10 non-refundable search fee included. No charge for the victim's first copy.
Visa Letter	\$40	per letter	
Record Check Letter	\$15	per letter	