



**INSPECTION/DUPLICATION OF RECORDS REQUEST
SCHEDULE OF CHARGES**

- 8 ½ x 11 \$.15
- 8 ½ x 14 \$.15
- 8 ½ x 11 color \$.50
- 8 ½ x 14 color \$.50
- Duplex copies above rates apply
- Plats (18 x 24) \$5.00
- Site Plans (18 x 24) \$5.00
- Plats (larger than 18 x24)) \$10.00
- Site Plans (large) \$10.00
- Cassette Tape \$2.00
- DVD \$1.00
- The requestor shall be charged for the staff time reasonably necessary to produce the requested records when copies are requested. Staff time includes the time spent locating, retrieving, reviewing, redacting, programing and reproducing the record. All labor charges associated with requests for copies of records, after the first hour, must be paid by the requestor to obtain copies.