



Jackson County Sheriff's Office

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Effective: April 1, 2020

PUBLIC RECORD REQUEST FEE SCHEDULE: “An authority may impose a fee upon the requestor of a copy or a record which may not exceed the actual, necessary and direct cost of reproduction, unless the fee is otherwise specifically established or authorized to be established by law.” Wis. Stat. § 19.35(3)(a)

Item	Service or Good	Fee												
Hard Copies	Includes any paper records provided by: <ul style="list-style-type: none"> • Copying a paper record • Printing an electronic record 	\$0.01 per page (black and white) \$0.04 per page (color) Fee calculation: Copy and print cost. <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy cost</i>												
Electronic Copies	Includes any electronic records provided by: <ul style="list-style-type: none"> • Emails, PDF, DVD, flash drives, and other electronic format 													
	Paper to Digital: Includes scanning physical documents and saving them into a digital format on physical medium for distributions	Fee Waived: <i>In rare instances, specialized skills, equipment, or technology may result in additional copy cost</i>												
	Digital to Physical: Includes copying records already in digital format onto physical medium for distribution	Cost of physical medium: Subject to change on a per cost/annual basis. <table border="1"> <tr> <td>DVD (each):</td> <td>\$0.25 (4.7 GB)</td> </tr> <tr> <td rowspan="5">Flash Drive (each):</td> <td>\$6.25 (16 GB)</td> </tr> <tr> <td>\$7.80 (32 GB)</td> </tr> <tr> <td>\$10.99 (64 GB)</td> </tr> <tr> <td>\$17.99 (128 GB)</td> </tr> <tr> <td>\$53.81 (500 GB)</td> </tr> <tr> <td></td> <td>\$60.14 (1 TB)</td> </tr> <tr> <td></td> <td>\$74.83 (2 TB)</td> </tr> </table>	DVD (each):	\$0.25 (4.7 GB)	Flash Drive (each):	\$6.25 (16 GB)	\$7.80 (32 GB)	\$10.99 (64 GB)	\$17.99 (128 GB)	\$53.81 (500 GB)		\$60.14 (1 TB)		\$74.83 (2 TB)
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Digital to Digital: Includes copying records from one digital format to another for distribution (e.g. email).	Fee Waived: <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy cost</i>													
Mailing Cost	Charge at the actual postage rate	Fee: Actual Cost												
Location Fees	May only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records but does not include redaction.	Fee: Lowest possible clerical staff hourly rate with benefits <i>In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.</i> Fee Calculation: Staff time; cost established annually from payroll clerk.												