

CHAPTER IV FEES

4.1 ADMINISTRATIVE FEES

A. Photocopying: The fee for copying letter or legal sized paper is \$0.25 per page.

Exceptions: **(1) Small Requests.** If the total fee for copying and postage is \$5.00 or less, there will be no charge.

(2) Statutes and Rules. There will be no charge for copying statutes and rules.

B. Certified Copy: The fee for a certified copy of a document is \$1.00 per document.

C. Fax Fee: The fee to send a fax is \$1.00 per page.

D. Search Fee: When the request is solely for commercial purpose or clearly would cause excessive disruption of the ODA's essential functions, the document search fee is as follows:

1. 1. 0 –1 hour, no charge
2. 2. every subsequent 30-minute increment or portion thereof, \$5.00.

E. Postage: The charge for mailing shall be the actual cost of the postage or alternative form of delivery, for example overnight private carrier.

F. Cassette Tapes: The fee for making a copy of cassette tapes shall be \$5.00 per tape, if ODA supplies the cassette, plus any applicable search fees. If the requesting party supplies the cassette tape and the applicable search fee is \$5.00 or less, there will be no charge.

G. Computer Disk: The fee for copying information onto a computer disk shall be the actual cost of the disk plus any applicable search fees. If the requesting party supplies the disk and the applicable search fee is \$5.00 or less, there will be no charge.

H. Copy Service: The preceding fee schedule applies to in-house copying. However, the ODA may at the agency's discretion use a professional copy service. In those cases, the fee will be the actual cost charged by the service.

I. Posting: A written copy of the ODA's fee schedule shall be posted at the principal office and also with the county clerk.