

## **Copy Costs – When You Request Public Data**

**\*\*Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies.**

*You must pre-pay for the copies before we will give them to you.*

*Multiple requests made within the same 10 business-day period will be treated as a single request for the purposes of calculating total copy costs.*

*If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.*

### **For fewer than 10 paper copies**

Fewer than 10 pages of black and white, letter or legal size paper copies cost 25¢/each for a one-sided copy, or 50¢/each for a two-sided copy.

### **Most other types of copies – actual cost**

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

In determining the actual cost of making copies, we will include employee time, the cost of the materials onto which we are copying and/or converting the data and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

*Employee time to make copies is \$29.00/per hour.*

*Please see charges above.*