

PLEASE POST AT SITE OF ALL COPY MACHINES

PUBLIC RECORDS REVIEW AND COPYING COSTS

POLICY:

The Sixth Judicial District Department of Correctional Services charges the public a cost related to the examination and/or copying of Department records.

PROCEDURES:

1. The following procedures apply regarding access by inspection/review or copying of Department records:
 - A. Copying charge \$.15 per page plus actual cost of producing documents;
 - B. Search, supervisory, copying, and incidental fees are charged at actual cost. There is a minimum fee of fifteen (15) minutes. Fees may be modified or reduced if the records cannot be found or produced or for any other reason at the discretion of the Director.
 - C. Incidental expenses related to providing copies of records including, but not limited to, supervision of the examination of the record, may also be charged at actual cost.
 - D. A copy of the fee schedule (120A) outlined above is posted in a public place in each office and each residential facility.
2. The Department charges the requester actual postage required to mail documents.
3. If the total cost of the records examination or copying costs is expected to exceed \$25.00, the requester may be required to make an advance deposit of the expected fee, prior to copies being made, see 120B. If the requester has previously failed to pay the copy fee charge, the requester may be required to pay the previous unpaid fee and make an advance deposit of the expected current fee (even if both are less than \$25.00) prior to copies being made.
4. All funds generated from this policy are placed into a miscellaneous local income account.