

**Freedom of Information Act**

<b>Production of Documents</b>	
Black & White Letter and Legal Sizes	Less than 5 Pages: No Charge Greater than 5 Pages: \$0.15 per sheet
Black & White Ledger Size	\$0.30 per sheet
Color Letter & Legal Size	\$0.50 per sheet
Color Ledger Size	\$0.70 per sheet
Non-Standard Size	Billed at Actual Cost
<b>Search / Retrieval</b>	
Staff Time: Less than 15 Minutes	No Charge
Staff Time: Exceeding 15 Minutes	Hourly wage of the lowest paid staff member(s) with the skills and training to fulfill the request
<b>Document Delivery</b>	
Email	No Charge
Shipping / Delivery	Billed at Actual Cost

An advance deposit of up to 25% of the reasonably anticipated costs may be required prior to search and retrieval of records.