

Oak Creek Police Department
Public Records Request Fee Schedule

“An authority may impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established of authorized to be established by law.” and “An authority that is a law enforcement agency may impose a fee upon a requester for the actual, necessary, and direct cost of redacting, whether by pixelization or other means, recorded audio or video content to the extent redaction is necessary to comply with applicable constitutional, statutory, or common law” [Wisconsin State Statutes §19.35(3)(a) and §19.35(3)(h)]

Hard Copies	<u>Includes any paper records provided by:</u> <ul style="list-style-type: none"> - Copying a paper record - Printing an electronic record 	\$0.10 per page (Black & White) \$0.15 per page (Color) In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.
Electronic Copies	<u>Includes any electronic records provided by:</u> Email, PDF, DVD, CD, OneDrive/SharePoint (file sharing) or any other electronic format	
	<u>Paper to Digital:</u> Includes scanning physical records to digital format <u>Digital to Physical:</u> Includes copying digital records to a physical format	CD/DVD (each): \$0.40 OneDrive/SharePoint: - Minimum (less than 1GB) \$1.00 - 1GB but less than 5GB \$5.00 - 5GB or more \$10.00
Accident Reports	Any MV4000e report, not to include any additional supplement reports (either physical or digital formats)	Flat fee of \$1.00 (each)
Location Fees	May only be imposed if the cost of location is \$50.00 or more. Includes searching for and identifying responsive records, but does not include any applicable redaction fees.	Will be calculated at the hourly pay rate (including fringe benefits) of the person(s) locating records multiplied by the actual time expended to locate those records.
Redaction Fees	May be imposed upon a requester for the actual, necessary, and direct cost of redacting, whether by pixelization or other means, recorded audio or video content to the extent redaction is necessary to comply with applicable constitutional, statutory, or common law.	Will be calculated at the hourly pay rate (including fringe benefits) of the person(s) redacting records multiplied by the actual time expended to redact those records.
Shipping	Flat fees for shipping of any physical reports, documents, or physical formats that will not ship in a regular standard United States Postal Service envelope for regular 1 st class shipping.	Medium Envelope: \$1.50 Large Envelope: \$3.00 Regular USPS Mailer: \$5.00 Large USPS Mailer: \$10.00