



Land Resources & Environment Department

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 or authorized to be established by law." Wis. Stat. § 19.35(3)(a).

Public Records Request Fee Schedule

Hard Copies	<p>Includes any paper records provided by:</p> <ul style="list-style-type: none"> • Copying a paper record • Printing an electronic record 	<p>\$0.25 per page (black and white) \$0.30 per page (color)</p> <p>Fee calculation: copy and paper cost. In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</p>
Electronic Copies	<p>Includes any electronic records provided by:</p> <ul style="list-style-type: none"> • Email • Flash drive • Other electronic format 	
	<p>Paper to Digital</p> <p>Includes scanning physical documents and saving them into a digital format for electronic distribution.</p>	<p>Fee waived</p> <p><i>In rare instances, specialized skills, equipment, or technology, may result in copy reproduction costs.</i></p>
	<p>Digital to Physical</p> <p>Includes copying records already in digital format onto physical medium for distribution.</p>	<p>Cost of physical medium:</p> <p>Flash drive (each):</p> <ul style="list-style-type: none"> \$5.02 (8 GB) \$6.53 (16 GB) \$10.08 (32 GB) \$18.52 (64 GB) \$32.21 (128 GB) \$53.81 (500 GB) \$60.14 (1 TB) \$74.83 (2 TB) <p>Other: Cost of medium Fee calculation: Cost of physical medium used. <i>Fees are subject to change, based on cost of medium.</i></p>
	<p>Digital to Digital</p> <p>Includes copying records from one digital format to another for distribution (e.g., email).</p>	<p>Fee waived</p> <p>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</p>
Location Fees	<p>Costs associated with locating records if they total \$50 or more. Per Wis. Stats: locating a record means to find it by searching, examining, or experimenting.</p>	<p>\$23.63 per hour staff time</p> <p>In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.</p>