

Fox Valley Metro Police Department

Records Custodian:

Daniel M. Meister – Chief of Police



“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

<p>Hard Copies</p>	<p>Includes any paper records provided by:</p> <ul style="list-style-type: none"> • Copying a paper record • Printing an electronic record <p><i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i></p>	<p>\$0.05 per page (black and white) \$0.07 per page (color) \$0.14 per page (photo paper) Fee calculation: copy and paper cost</p>
<p>Electronic Copies</p>	<p>Includes any electronic records provided by:</p> <ul style="list-style-type: none"> • Email • PDF • DVD • Flash drive • Other electronic format 	<p>Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution.</p> <p>Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>
	<p>Digital to Physical Includes copying records already in digital format onto physical medium for distribution.</p> <p><i>Fee calculation: Cost of physical medium used</i></p>	<p>Cost of physical medium: DVD or CD (each): \$0.29 (Each disc) Flash drive (each):</p> <ul style="list-style-type: none"> \$2.99 (4 GB) \$4.99 (8 GB) \$5.99 (16 GB) \$9.99 (32 GB) \$17.99 (64 GB) \$29.99 (128 GB) \$49.99 (500 GB) \$59.99 (1 TB) \$79.99 (2 TB)
	<p>Digital to Digital Includes copying records from one digital format to another for distribution (e.g., email).</p>	<p>Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>
	<p>Location Fees</p>	<p>May only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records but does not include redaction.</p>

An authority may require prepayment of any fee imposed if the total amount exceeds \$5.