

Dane County Sheriff's Office
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</p> <p><i>In certain instances specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i></p> <p><i>No charge for requests under \$5.00.</i></p>
Electronic Copies	<p>Includes any electronic records provided by:</p> <ul style="list-style-type: none"> • Email • Flash drive • External hard drive • Other electronic format 	
	<p>Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution</p>	<p>No fee</p> <p><i>In certain instances specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i></p>
	<p>Digital to Physical Includes copying records already in digital format onto physical medium for distribution</p>	<p>Cost of physical medium:</p> <p>DVD/CD (each): \$ 0.20</p> <p>Flash drive (each): \$ 8.99 (32GB) \$ 25.86 (64GB) \$ 28.38 (128GB)</p> <p>External hard drive (each): \$59.00 (1TB) \$79.00 (2TB)</p> <p><i>In certain instances specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i></p>
	<p>Digital to Digital Includes copying records from one digital format to another for distribution (e.g., email).</p>	<p>No fee</p> <p><i>In certain instances specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i></p>
Location Fees	<p>Only imposed if the cost of location alone is \$50 or greater. Includes searching for and identifying responsive records.</p>	<p>\$ 27.50 per hour of staff time (minimum possible hourly rate)</p> <p><i>In certain instances an employee with special skills may be needed to conduct a search. In these instances a higher hourly rate may be assessed.</i></p>

Prepayment may be required if the total fee exceeds \$50.00

Postage fees may be added when records are mailed.