

**Dane County Sheriff's Office**  
**Public Records Request Fee Schedule**

<b>Hard Copies</b>	<p>Includes any paper records provided by:</p> <ul style="list-style-type: none"> <li>• Copying a paper record</li> <li>• Printing an electronic record</li> </ul>	<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>
<b>Electronic Copies</b>	<p>Includes any electronic records provided by:</p> <ul style="list-style-type: none"> <li>• Email</li> <li>• Flash drive</li> <li>• External hard drive</li> <li>• Other electronic format</li> </ul>	
	<p><b>Paper to Digital</b>  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><b>Digital to Physical</b>  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): \$75.00 (1TB)  \$100 (2TB)  \$145 (4TB)</p> <p><i>In certain instances specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i></p>
	<p><b>Digital to Digital</b>  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>
<b>Location Fees</b>	<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.*