

1. FEES

- a. A requester shall be charged a fee to defray the cost of locating and copying records, as follows:
 - i. The cost of photocopying shall be twenty-five (\$0.25) cents per page. Said cost has been calculated not to exceed the actual, necessary and direct cost of reproduction.
 - ii. If the form of a written record does not permit copying, the actual and necessary cost of photocopying and photographic processing shall be charged.
 - iii. The actual full cost of providing a copy of other records not imprinted form on paper, such as films, computer printouts and audio or video tapes, shall be charged.
 - iv. If mailing or shipping is necessary, the actual cost there of shall also be charged.
 - v. There shall be no charge for locating a record unless the actual cost there of exceeds fifty (\$50.00) dollars, in which case the actual cost shall be determined by the legal custodian and billed to the requester.
 - vi. The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment if such estimate exceeds five (\$5.00) dollars.
 - vii. Elected and appointed officials of the Town shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
 - viii. The legal custodian may provide copies of a record without charge or at a reduced charge where he/she determines that waiver or reduction of the fee is in the public interest.