



Wisconsin Department of Justice Office of Open Government

An authority may only charge a requester the “actual, necessary and direct” costs of certain tasks associated with responding to a public records request as specified in Wis. Stat. § 19.35(3).

Public Records Request Fee Schedule

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| 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>\$0.0082 per page (black and white) \$0.0551 per page (color) Fee calculation: copy and paper cost.</p> <p><i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i></p> |
| Electronic Copies | <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>Cost of physical medium: DVD (each): \$0.26 (4.7 GB) Flash drive (each): \$4.61 (64 GB) \$7.60 (128 GB) \$16.63 (256 GB) \$32.44 (512 GB) Hard drive (each): \$69.33 (1 TB) \$91.16 (2 TB) Fee calculation: current cost of physical medium used.</p> |
| | <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> |

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| <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> | <p>\$30.19 per hour staff time (current lowest possible hourly rate)</p> <p><i>In certain instances, the lowest possible hourly rate may be lower than the rate listed above.</i></p> <p><i>In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.</i></p> <p>State Records Center records retrieval fee, if necessary (based on State Records Center rates, which are subject to change; currently \$4.91 per box and \$4.03 per record)</p> <p>Fee calculation: staff time; cost from the State Records Center.</p> |
| <p>Redaction Fees</p> | <p>Law Enforcement Agency Audio and Video Recordings</p> <p>Generally, an authority may not charge a requester for the costs of redacting. However, in certain instances, a law enforcement agency, including DOJ, may impose a fee for redacting recorded audio or video content.</p> | <p>\$34.03 per hour staff time (current lowest possible hourly rate)</p> <p><i>In certain instances, the lowest possible hourly rate may be lower than the rate listed above.</i></p> <p><i>In rare instances, an employee with special skills may be necessary to redact and a higher hourly rate may be assessed.</i></p> |

Other fees may be assessed, as required by statute, for certain records, such as records requiring criminal history searches.

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