



“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 Town of Blue Mounds**

<p><b>Hard Copies</b></p>	<p><b>Includes any paper records provided by:</b></p> <ul style="list-style-type: none"> <li>• Copying a paper record</li> <li>• Printing an electronic record</li> </ul>	<p><b>\$0.05 per page (black and white)</b>  <b>\$0.10 per page (color)</b>  <b>Fee Calculation: copy and paper cost. In rare instances, specialized skills, equipment, or technology may result in additional costs.</b></p>
<p><b>Electronic Copies</b></p> <p><b>Includes any electronic records provided by: Email, PDF, DVD, Flash Drive, other electronic format</b></p>	<p><b>Paper to Digital</b>  <b>Includes scanning physical documents and saving them into a digital format for electronic distribution.</b></p> <p><b>Digital to Physical</b>  <b>Includes copying records already in digital format onto physical medium for distribution.</b></p> <p><b>Digital to Digital</b>  <b>Includes copying records from one digital format to another for distribution (i.e. email)</b></p>	<p><b>Fees</b></p> <p><b>\$23 per hour</b></p> <p><b>Cost of physical medium:</b>  <b>DVD (each) \$1 (4.7GB)</b>  <b>Flash drive (each) \$6 (8GB)</b>  <b>\$7 (16GB)</b>  <b>\$11 (32GB)</b>  <b>\$20 (64GB)</b>  <b>\$34 (128GB)</b>  <b>\$55 (500GB)</b>  <b>\$65 (1TB)</b>  <b>\$75 (2TB)</b></p> <p><b>\$23 per hour</b></p>
<p><b>Location Fees</b></p>	<p><b>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.</b></p>	<p><b>\$23 per hour</b>  <b>In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.</b></p>



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**TOWN OF BLUE MOUNDS**  
• DANE COUNTY, WISCONSIN •  
ORGANIZED APRIL 4, 1848

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