



City of Huber Heights Public Records Fee Schedule



The Public Records Fee Schedule below is to be utilized for all public records requests:

PAPER – BLACK AND WHITE/COLOR	
Size	Cost
8.5" x 11"	\$0.10 per page*
8.5" x 14	\$0.10 per page*
11" x 17"	\$0.10 per page*
24" x 36"	\$1.00 per page
36" x 48"	\$1.50 per page
OTHER ITEMS	
Item	Cost
CD-ROM	\$1.00 each
DVD	\$1.00 each
Flash Drive	\$6.00 each
Blueprints	Actual cost of reproduction
Oversize Records	Actual cost of reproduction
Special Size Records	Actual cost of reproduction
Third Party Records	Actual cost of reproduction
Photographs	Actual cost of reproduction
Electronic Records	No cost
Postage/Mailing	Actual cost of postage/ mailing and/or mailing supplies
Miscellaneous/Other	Actual cost of reproduction

LAW ENFORCEMENT VIDEO RECORDS ONLY:

- ***Cost: \$75.00 per hour of video record preparation and production, not to exceed \$750.00 total for one (1) video record.***
- ***Fee exemptions for video records are limited only to exemptions specified in the City's Public Records Policy.***
- ***Advance payment of costs for video records is required. Estimate will be provided.***

*The cost is waived for public records requests of less than \$1.00.

Additional Information

1. The charges for copies of public records vary due to the size, type and format of the public record being copied. The charges for copies of public records are outlined in the Public Records Fee Schedule. There is no charge for public records provided to a Requestor in electronic format. Payment must be made before releasing a record.
2. Two-sided copies will be charged at the cost of two pages of the public record requested.
3. The City of Huber Heights may choose to waive any and all costs associated with compliance with a public records request. Any waiver of costs should not be construed to waive, and does not in fact waive any right to the assertion of the City of Huber Heights to request and collect the actual costs of compliance with a later public records request.
4. A Requestor may ask that copies be mailed to them. For mailed public records requests, the Requestor will be charged for the actual costs of the postage/ mailing and/or mailing supplies.
5. There is no charge to a Requestor to inspect records as part of a public records request.
6. Advance payment of costs for a public records request may be required by the City of Huber Heights at its sole discretion.