



## City of Morehead, Kentucky Open Records Fee Schedule

These charges may or may not apply to other City of Morehead departmental responses for records or other copies provided in the normal course of business unrelated to an open records request. In special cases where items are not listed and the City incurs actual costs related to making copies, that cost will be estimated and passed along to the requestor.

### Copy Charge Schedule

No charge may be levied for staff time related to making Open Record copies **UNLESS** for a Commercial Use Request **OR** Attorney Requested Body Camera footage.

#### **Non-commercial request:**

Paper copy (8.5x11, 8.5x14, 11x17)

##### *Black & White:*

Paper copy 8.5 x 11	\$0.10/per page
Paper copy 8.5 x 14	\$0.15/per page
Paper copy 11 x 17	\$0.25/per page

##### *Color:*

Paper copy 8.5 x 11	\$0.10/per page
Paper copy 8.5 x 14	\$0.15/per page
Paper copy 11 x 17	\$0.25/per page

Photographs:

##### *Black & White:*

(up to 8 x 10) \$0.10/each

##### *Color:*

(up to 8 x 10) \$0.25/each

Media Storage:

CD/disk/Audio Tape \$3.00/each

Flash Drive 16 GB and 32 GB \$7.00/each

Larger Flash Drives will be charged at the rate at time of purchase.

#### **Commercial use request (INCLUDING Attorney Request for Body Camera footage):**

Paper Copy Charges Above **PLUS** \$25 per hour (Staff time to be billed in quarter hour increments)

### Postage & Mailing Charge Schedule

When practical to obtain actual cost of mailing, that charge will be assessed. If a proxy for an actual charge is needed to expedite processing and allow advance payment, the following may be charged:

#### **Large envelope (no more than 12 x 15):**

<i>Weight Not Over</i>	<i>(USPS Rates)</i>	
1 ounce	\$1.35	(approximately 2 pages)
2 ounces	\$1.59	(approximately 3 to 8 pages)
3 ounces	\$1.83	(approximately 9 to 14 pages)
4 ounces	\$2.07	(approximately 15 to 20 pages)
5 ounces	\$2.31	(approximately 21 to 26 pages)
6 ounces	\$2.55	(approximately 27 to 32 pages)
7 ounces	\$2.79	(approximately 33 to 38 pages)
8 ounces	\$3.03	(approximately 39 to 44 pages)
9 ounces	\$3.27	(approximately 45 to 50 pages)
10 ounces	\$3.51	(approximately 51 to 56 pages)
11 ounces	\$3.75	(approximately 57 to 63 pages)
12 ounces	\$3.99	(approximately 64 to 69 pages)
13 ounces	\$4.23	(approximately 70 to 75 pages)

*Above 13 ounces will be determined at the time of the response.*

#### **Packages:**

(Minimum rates only, actual rates based on Zone or Zip Code)

<i>Weight Not Over</i>	<i>(USPS Rates)</i>
1 ounce	\$4.75
2 ounces	\$4.75
3 ounces	\$4.75
4 ounces	\$4.75
5 ounces	\$5.40
6 ounces	\$5.40
7 ounces	\$5.40
8 ounces	\$5.40
9 ounces	\$6.15
10 ounces	\$6.15
11 ounces	\$6.15
12 ounces	\$6.15
13 ounces	\$7.60

*Above 13 ounces will be determined at the time of the response.*

### CD/Audio Tape/Flash Drive Mailing & Postage Charge Schedule

CD/Audio tape/Flash Drive postage	\$4.75 Minimum (based on package rate and zip code)
<b>PLUS:</b> CD/Audio tape/Flash Drive mailer	\$1.50 per mailer