

## TOWN OF PALM BEACH RECORDS REQUEST & DUPLICATION SERVICES FEE SCHEDULE

DEPARTMENTAL PAPER DUPLICATION COSTS (Per Page)*										
	TC	TM/FIN	IT	HR	PZB	PURCH	FR	PD	PW	REC
Total Duplication Costs: 8.5 x 11										
B&W-s/s	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15
B&W-d/s	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20
Color-s/s	\$0.05	\$0.05	\$0.32	\$0.05	\$0.10	\$0.05	\$0.09	\$0.12	\$0.16	\$0.13
Color-d/s	\$0.10	\$0.10	\$0.64	\$0.10	\$0.19	\$0.09	\$0.18	\$0.23	\$0.32	\$0.25
Total Duplication Costs: 8.5 x 14										
B&W-s/s	\$0.01	\$0.05	n/a	\$0.02	\$0.06	\$0.05	\$0.03	\$0.05	\$0.07	\$0.05
B&W-d/s	\$0.01	\$0.10	n/a	\$0.02	\$0.11	\$0.09	\$0.06	\$0.08	\$0.12	\$0.09
Color-s/s	\$0.05	\$0.05	n/a	\$0.05	\$0.10	\$0.05	\$0.09	\$0.12	\$0.16	\$0.13
Color-d/s	\$0.10	\$0.10	n/a	\$0.10	\$0.19	\$0.09	\$0.18	\$0.23	\$0.32	\$0.25
Total Duplication Costs: 11 x 17										
B&W-s/s	\$0.02	\$0.06	n/a	\$0.02	\$0.07	\$0.06	\$0.04	\$0.05	\$0.07	\$0.05
B&W-d/s	\$0.02	\$0.10	n/a	\$0.03	\$0.11	\$0.10	\$0.07	\$0.09	\$0.13	\$0.09
Color-s/s	\$0.06	\$0.06	n/a	\$0.06	\$0.11	\$0.06	\$0.10	\$0.13	\$0.17	\$0.14
Color-d/s	\$0.10	\$0.10	n/a	\$0.11	\$0.19	\$0.10	\$0.19	\$0.24	\$0.33	\$0.26
Large Format Copies: Actual Cost (to be determined upon request)										
OTHER COPY & DUPLICATION SERVICE COSTS										
Copies Provided on CD							\$0.25/each			
Copies Provided on DVD							\$0.60/each			
Copies Provided on Mini Digital Cassette (if available)							\$7.65/each			
Copies Provided on VHS Tape (if available)							\$2.90/each			
Copies Provided on Cassette Tape (if available)							\$1.40/each			
Certification of Documents (fee is in addition to duplication fee)							\$1.00/document			
Postage if Mailed Out (USPS/UPS/FED-EX)							Current Rate			
Special Service Charge							Varies (see below)			
"If the nature or volume of public records requested to be inspected or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both." F.S. Ch. 119.07(4)(d). A Special Service Charge is assessed when a request requires over 15 minutes to complete. The charge is determined by the hourly salary of the lowest paid individual that can complete the request X the amount of time spent on the request (in 1/4 hour increments). There is no special service charge for the first 15 minutes.										

\* The Town of Palm Beach charges actual duplication costs for copies of public records requests. These costs may vary from department to department depending upon the equipment utilized by each department. If a request is received by a department that does not maintain the office having the public records, the fee assessed per copy shall be determined by the department(s) charged with the responsibility of maintaining the office having the public records.